



**AGENDA  
CITY OF HELOTES  
PLANNING AND ZONING COMMISSION  
February 2, 2016**

The City of Helotes Planning and Zoning Commission will meet on Tuesday, February 2, 2016 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
2. Roll call.

**OPEN SESSION:**

3. Citizens to be heard. *The Planning and Zoning Commission may not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Commission will accept comments from citizens of the City of Helotes only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated January 5, 2016. (Staff)

***Extraterritorial Jurisdiction:***

5. Discussion of and action on a request by Liquor Top for a variance to the Master Sign Plan for Galm Village Retail Center, pursuant to Chapter 66 *Signs* of the Municipal Code of Ordinances, for property located at 11590 Galm Road, Suite No. 103, more particularly described as CB 4450L Blk 1 Lot 6 (Galm JV). (Applicant)
6. Discussion of and action on a request by Super Donut for a variance to the Master Sign Plan for Galm Village Retail Center, pursuant to Chapter 66 *Signs* of the Municipal Code of Ordinances, for property located at 11590 Galm Road, Suite No. 106, more particularly described as CB 4450L Blk 1 Lot 6 (Galm JV). (Applicant)

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

The City of Helotes Municipal Complex is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office by phone at 210-695-5911 or by facsimile at 210-695-2123.

***Old Town Helotes Special District:***

7. Discussion of and action on a request by MMY Properties, LLC for wall signage, pursuant to Chapter 98 *Zoning*, Article III *District Regulations*, Sec. 98-72 (g)(6)(b)(2)(i) *Wall Signs* of the Municipal Code of Ordinances, for Prime Time Fire Protection located at 15089 E. Bandera Rd. within the Old Town Helotes Special District, more particularly described as CB 4524 P-16D & 16H ABS 645. (Applicant)
8. Discussion of and action on a request by Melissa Sjolander for monument and wall signage, pursuant to Chapter 98 *Zoning*, Section 98-72 *Old Town Helotes Special District*, Subsection (g)(6)(b)(1) *Monument Signs* & (2)(i) *Wall Signs* of the Municipal Code of Ordinances, for The Cracked Mug Coffee House located at 14743 E. Bandera Rd. within the Old Town Helotes Special District, more particularly described as CB 4524H (Helotes Old Town), Block 1, Lot 2. (Applicant)
9. Discussion of and action on a request by Johni Badder-Fahey for freestanding signage, pursuant to Chapter 98 *Zoning*, Section 98-72 *Old Town Helotes Special District*, Subsection (g) of the Municipal Code of Ordinances, for Country Elegance: Antiques and Country French Style located at 14391 Riggs Rd. within the Old Town Helotes Special District, more particularly described as CB 4524H (Bluffs at Old Town Helotes), Block 1, Lot 3. (Applicant)


***Municipal Corporate Limits:***

10. Discussion of and action on a request by Compass Church for wall signage, pursuant to Chapter 66 *Signs*, Section 66-51, Subsection (b) *Wall signs* of the Municipal Code of Ordinances, for property located at 12266 E. Bandera Rd., more particularly described as CB 4477E Blk 4 Lot 2A "Driskell Subdivision". (Applicant)
11. Discussion of and action on a request by McMillin Texas Homes for a variance from Chapter 66 *Signs*, Article IV *Prohibitions*, Section 66-31 *Prohibited Signs* of the Municipal Code of Ordinances for an off-premise sign located at 15030 E. Bandera Rd., more particularly described as CB 4524 P-3 ABS 645 City of Helotes Annexation. (Applicant)

***Adjourn.***

**Note:** It is possible that members of and, possibly, a quorum of the City Council or other governmental bodies of the municipality may be in attendance at the above stated meeting. No action will be taken by the City Council or any other governmental body at the above stated meeting, other than the body specifically referred to in the above notice.

I certify that this Agenda was posted on January 28, 2016 at 4:00 p.m.

  
for Grace Tamez  
City Secretary

**MINUTES  
CITY OF HELOTES  
PLANNING AND ZONING COMMISSION**

The City of Helotes Planning and Zoning Commission met for a regular meeting on January 5, 2016 at 7:00 p.m. in City Hall Council Chambers, 12951 Bandera Road, Helotes Texas. This was an open meeting subject to the open meeting laws of the State of Texas.

**Commission members present:**

Gregg Michel, Chair  
Mike McGlothing, Vice Chair  
Ronald Hozza, Secretary  
Joe Edmond  
Sandra Ethridge  
Juliette Serafine  
Jeff Wade

**Council members/staff present:**

Rick Schroder, City Administrator  
Alex Blue, Council Member

Commission members absent: Richard Hawk

**1. Call to order.**

Chair Michel called the meeting to order at 7:01 p.m.

**2. Roll call.**

Commissioner Hozza called roll. See above for members present.

**OPEN SESSION:**

**3. Citizens to be heard.**

No one signed up to speak on this item.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

**4. Discussion of and action on approval of the minutes of the regular meeting of the Planning and Zoning Commission dated December 1, 2015. (Staff)**

Motion was made by Commissioner Edmond, second by Commissioner McGlothing, to approve the minutes as presented.

Motion to approve carried unanimously.

**5. Discussion of and action on a request for amendment of a previously approved creative sign application by B-Daddy's Barbeque for wall signage, pursuant to Code**

**of Ordinances Chapter 98, Sec. 98-72(g) Old Town Helotes Special District Sign Regulations, on property located at 14436 E. Bandera Rd., Helotes, Texas 78023, more particularly described as CB 4524 P-28A ABS 645. (Applicant)**

Anthony Cook, representing AAA Signs, answered questions. It was noted that the sign extends past the roofline.

Motion was made by Commissioner McGlothing, second by Commissioner Ethridge, to approve the sign as presented.

Motion to approve carried: 5 Ayes; 1 Nay – Commissioner Serafine; 1 Abstain\* -- Chair Michel.

\*The presiding officer maintained his impartial position by exercising his voting right.

***Adjourn.***

Motion was made by Commissioner Hozza, second by Commissioner McGlothing, to adjourn the meeting at 7:18 p.m. Motion to approve carried unanimously.

Respectfully submitted,

---

Gregg Michel, Chair  
Planning and Zoning Commission  
City of Helotes

ATTEST:

---

Ronald Hozza, Secretary  
Planning and Zoning Commission  
City of Helotes

RECEIVED

JAN 05 2016



City of Helotes  
Development Services  
Department  
P.O. Box 507  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695.8877  
Fax (210) 695.2123

CITY OF HELOTES

Application Date: 01/05/2015

**APPLICATION FOR SIGN VARIANCE**  
CHAPTER 66, *Sign Classifications*

**SECTION I. APPLICANT INFORMATION**

NAME OF APPLICANT: ACM HUB, LLC  
APPLICANT ADDRESS: 8666 Huebner Rd., Ste. 106 San Antonio, TX 78240  
CONTACT TELEPHONE #: 210-202-1110  
STATUS OF APPLICANT: OWNER ☐ AGENT ☒ (IF AGENT, ATTACH LETTER OF AUTHORIZATION)

**SECTION II. PROPERTY DESCRIPTION**

PHYSICAL ADDRESS: 11590 Galm Road Ste. 103 Helotes, TX 78254  
LEGAL DESCRIPTION: same as above  
SIGN DIMENSIONS: 2' x 16'  
REASON FOR VARIANCE REQUEST: The sign is too small for this location and we would like to ask to put up a larger sign at total square feet of 32'. The sign will allow customers to see the sign better from a distance will allow the customers to find us easier with a bigger sign. Please approve. Thank you.

Office Use Only:

Planning and Zoning Commission: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_



Updated 10/17/12

**PAID**  
JAN 05 2016  
CITY OF HELOTES

\$58.50  
R#15268  
VISA



# MASTER SIGN PERMIT

**Ernest Cruz**  
Development Services Speciali  
ecruz@helotes-tx.gov

City of Helotes

P.O. Box 507  
12951 Bandera Road  
Helotes, Texas 78023

Phone: 210.695.5905  
Fax: 210.695.2123

www.helotes-tx.gov

PERMIT #: 004417

DATE ISSUED: 11/04/2015

JOB ADDRESS: 11590 GALM RD

LOT #: 6

PARCEL ID:

BLK #: 1

SUBDIVISION: GALM JV

ZONING: E.T.J.

APPLICANT NAME: NOVA GROUP

SIGN COMPANY: NOVA GROUP

ADDRESS: 7300 BLANCO RD, SUITE 603

ADDRESS: 7300 BLANCO RD, SUITE 603

CITY, STATE, ZIP: SAN ANTONIO TX 78216

CITY, STATE, ZIP: SAN ANTONIO, TX 78216

PHONE: 210.308.6682

PHONE: 210.308.6682

BUILDING USE: GALM VILLAGE RETAIL CENTER

TYPE OF SIGN: MASTER SIGN PLAN FOR THE GALM VILLAGE RETAIL CENTER; APPROVED BY THE HELOTES PLANNING & ZONING COMMISSION ON 11/3/15, WITH THE FOLLOWING STIPULATION: SIZE PARAMETERS WILL BE ONE SQUARE FOOT FOR EVERY LINEAR FOOT OF LEASE SPACE FRONTAGE, WITH A MAXIMUM OF 100 SQUARE FEET. TENANTS SHALL APPLY INDIVIDUALLY FOR TENANT SIGNAGE, PER CHAPTER 66-71, ARTICLE VII, TENANTS SHALL FURNISH A COMPLETED SIGN PERMIT APPLICATION, SIGN RENDERINGS, AND WRITTEN AUTHORIZATION FROM PROPERTY MANAGER.

ILLUMINATED: NON-ILLUMINATED

SIZE OF SIGN:

TYPE OF SUPPORT: WALL MOUNT MASTER SIGN PLAN

HEIGHT OF SIGN: SEE EXHIBIT

FEE CODE	DESCRIPTION	AMOUNT
SIGN-MAST	NEW MASTER SIGN PROGRAM	\$ 169.50
SIGN-REV	SIGN REVIEW	\$ 16.95

**TOTAL** \$ 186.45

ALL WORK SHALL COMPLY WITH CITY CODE CHAPTER 66 SIGNS AND THE NATIONAL ELECTRICAL CODE, 2014 ED. THIS PERMIT SHALL BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES AND SHALL NOT BE REMOVED EXCEPT BY THE BUILDING OFFICIAL. SCHEDULE REQUIRED INSPECTIONS BY CONTACTING THE DEVELOPMENT SERVICES DEPARTMENT AT 210.695.5905 OR 210.695.5964 AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE AND NO LATER THAN 11:00 A.M. THIS PERMIT CONVEYS NO RIGHT TO OCCUPY ANY PUBLIC RIGHT OF WAY, EITHER TEMPORARY OR PERMANENTLY. PERMIT SHALL EXPIRE ON THE 271<sup>ST</sup> DAY AFTER DATE OF PERMIT ISSUANCE.

*Ernest Cruz*  
ISSUED BY

**PAID**

NOV 05 2015

DATE: 11/04/15

CITY OF HELOTES

Ch. 4075

# 5 and #6

**Discussion of and action on a request by Nova Svs. II, L.L.C. for a Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-71 *Permits, certificates and approval required; master sign plan*, for Galm Village located at 11590 Galm Road, San Antonio, Texas, more particularly described as CB 4450L Blk 1 Lot 6 (Galm JV). (Applicant)**

Motion was made by Commissioner Edmond, second by Commissioner Wade to approve the Master Sign Plan with the stipulation that the “Notes” section discussion of “size” read: “One square footage for every one linear footage of lease space frontage, with a maximum of 100 square feet.” [text to be added underlined].

Motion to approve as stipulated carried unanimously.

## Ernest Cruz

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**From:** City of Helotes <info@helotes-tx.gov>  
**Sent:** Tuesday, January 05, 2016 1:26 PM  
**To:** Ernest Cruz; Felisha Novan; prhodes@gilesparscale.com  
**Subject:** New Form Submission: Sign Permit

Someone submitted the Sign Permit form:

Date: 01/05/2016 12:26 PM

1. Date: : 05/01/2016
2. Applicant Name: : ACM HUB LLC
3. Applicant Phone No.: : 210-202-110
4. Applicant Email: : [mcuellar@acmhub.com](mailto:mcuellar@acmhub.com)
5. Sign Location Address: : Address: 11590 Galm Road Ste. 103

Address 2: City: Helotes State: Texas Zip: 78254 Country: United States

1. Lot # :
2. Block # :
3. CB/NCB # :
4. Business Use: : Liquor Top
5. No. of Businesses: : 1
6. Current Zoning: : ETJ
7. Property Owner Name (if different from applicant): :
8. Property Owner's Address (if different from applicant): : Address:

Address 2: City: State: Zip: Country: United States

1. Subcontractor's Name (if applicable): :
2. Subcontractor's License No.: :
3. Subcontractor's Phone No.: :
4. Subcontractor's Email: :
5. Subcontractor's Business Address: : Address:

Address 2: City: State: Zip: Country: United States

1. Sign Type: : Wall Mount
2. Linear Feet of Applicable Building or Lease Space Frontage: : 465 sqft.
3. Sign Dimensions: : 2x16x9
4. Sign Square Footage: : 32 sqft
5. Sign Height: : 2 ft.
6. Sign Colors: : Red and white
7. Sign Text: : Liquor Top
8. Sign Lighting: : Illuminated
9. If illuminated, indicate type of lighting: : LED
10. Signage Plans: : [http://www.helotes-tx.gov/images/uploads/1452021963\\_liquortop\\_galmrdchannelletter\\_12-28-15\\_p4.pdf](http://www.helotes-tx.gov/images/uploads/1452021963_liquortop_galmrdchannelletter_12-28-15_p4.pdf)



11. Signage Color Sketches and Photographs: :
12. Signage Site Plan: : [http://www.helotes-tx.gov/images/uploads/1452021963\\_liquor\\_top\\_master\\_sign\\_permit.pdf](http://www.helotes-tx.gov/images/uploads/1452021963_liquor_top_master_sign_permit.pdf)
13. Property Owner's Consent: : [http://www.helotes-tx.gov/images/uploads/1452021963\\_liquor\\_top\\_document\\_signed\\_by\\_landlord.pdf](http://www.helotes-tx.gov/images/uploads/1452021963_liquor_top_document_signed_by_landlord.pdf)
14. Applicant Signature : Marie Cuellar

#5 and #6

## Bexar CAD - Map of Property ID 1210352 for Year 2016



### Property Details

#### Account

Property ID: 1210352  
Geo ID: 04450-901-0060  
Type: Real

Legal Description: CB 4450L BLK 1 LOT 6 (GALM JV)

#### Location

Situs Address: 11590 GALM RD TX 78216  
Neighborhood: NBHD code51200  
Mapsco: 545F6

Jurisdictions: 77, 06, 10, CAD, 08, 11, 56, 09

#### Owner

Owner Name: NOVA SVS II LLC  
Mailing Address: , 7300 BLANCO RD STE 603, SAN ANTONIO, TX 78216-4940

#### Property

Appraised Value: N/A

<http://www.bcad.org/Map/View/Map/1/1210352/2016>

powered by:  
**PropertyACCESS**  
[www.trueinformation.com](http://www.trueinformation.com)

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.



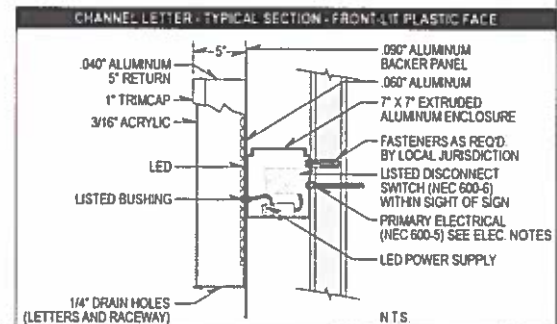
#### ELEVATION A

LED Illuminated Channel Letter Sign on Raceway  
11590 Galm Rd. Ste. 103 San Antonio, TX

#### Manufacture and Install

One (1) set of channel Letters to read "LIQUOR TOP"

- White LED Illumination
- 3/16 White Acrylic with Red Translucent vinyl
- Black 1" Trimcap
- .040 Black Aluminum Returns
- .125 Black backplate
- Mounted to raceway, Non Corrosive Hardware



2014 San Antonio SPURS  
VENDOR OF THE YEAR

Design- Signs - Electrical - CNC  
Large Format - Dye Sublimation  
LED Display - Building Wraps  
TX Sign License #18765

Xgrafix LLC  
Main: (210) 202-0711  
Fax: (800) 515-1046  
www.xgrafix.com

All sizes, designs, arrangements, plans and specifications indicated or represented by this drawing are owned by, and the sole property of Xgrafix. None of these sizes, designs, arrangements, plans and specifications shall be used by or disclosed to any person, firm or corporation for any purpose whatsoever without the written permission of Xgrafix. Contact with these plans or specifications shall constitute conclusive evidence of acceptance of these restrictions.

#### CLIENT

Liquor Top

#### PROJECT

#### SHEET TITLE

#### PROJECT NUMBER

SCALE  
AS NOTED  
DATE  
12-14-15  
REVISION DATE

1 -/-  
**BID SET**

#### SHEET NO.

A.1

General Manager  
Project Manager  
Master Electrician  
Fabrication Manager  
Installation Manager

Designers  
Paint  
Dye Sub  
CNC  
Finishing

Pantone Color Schematic:

Signature

By signing this I authorize work to begin and agree to pay amount due in full according to the terms of this agreement

20'

LIQUOR TOP

16'

LIQUOR TOP

2'

# ELEVATION A

LED Illuminated Channel Letter Sign on Raceway  
11590 Galm Rd. Ste. 103 San Antonio, TX

## Manufacture and Install

One (1) set of channel Letters to read "LIQUOR TOP"

-White LED Illumination

-3/16 White Acrylic with Red Translucent vinyl

-Black 1" Trimcap

-.040 Black Aluminum Returns

-.125 Black backplate

-Mounted to raceway, Non Corrosive Hardware



2014 San Antonio SPURS  
VENDOR OF THE YEAR  
Design: Signs • Electrical • CNC  
Fabrication • Dye Sublimation  
LED Display • Bidding Wraps  
TX Sign License #18765

Xgrafx LLC

Main: (210) 202-0711

Fax: (800) 515-1046

www.xgrafx.com

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CLIENT

Liquor Top

PROJECT

SHEET TITLE

PROJECT NUMBER

SCALE

AS NOTED

DATE

12-14-15

REVISION DATE

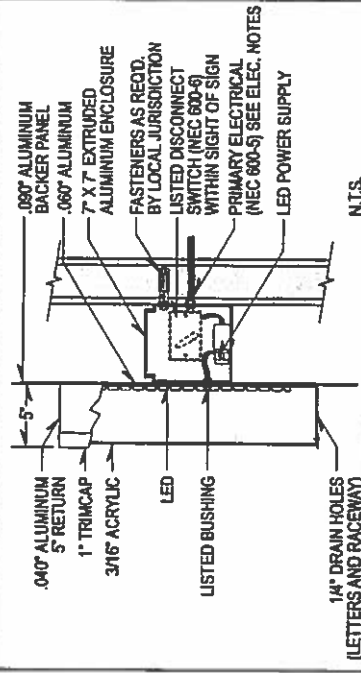
A -1/-

BID SET

SHEET NO.

A.1

### CHANNEL LETTER - TYPICAL SECTION - FRONT-LIT PLASTIC FACE



Signature

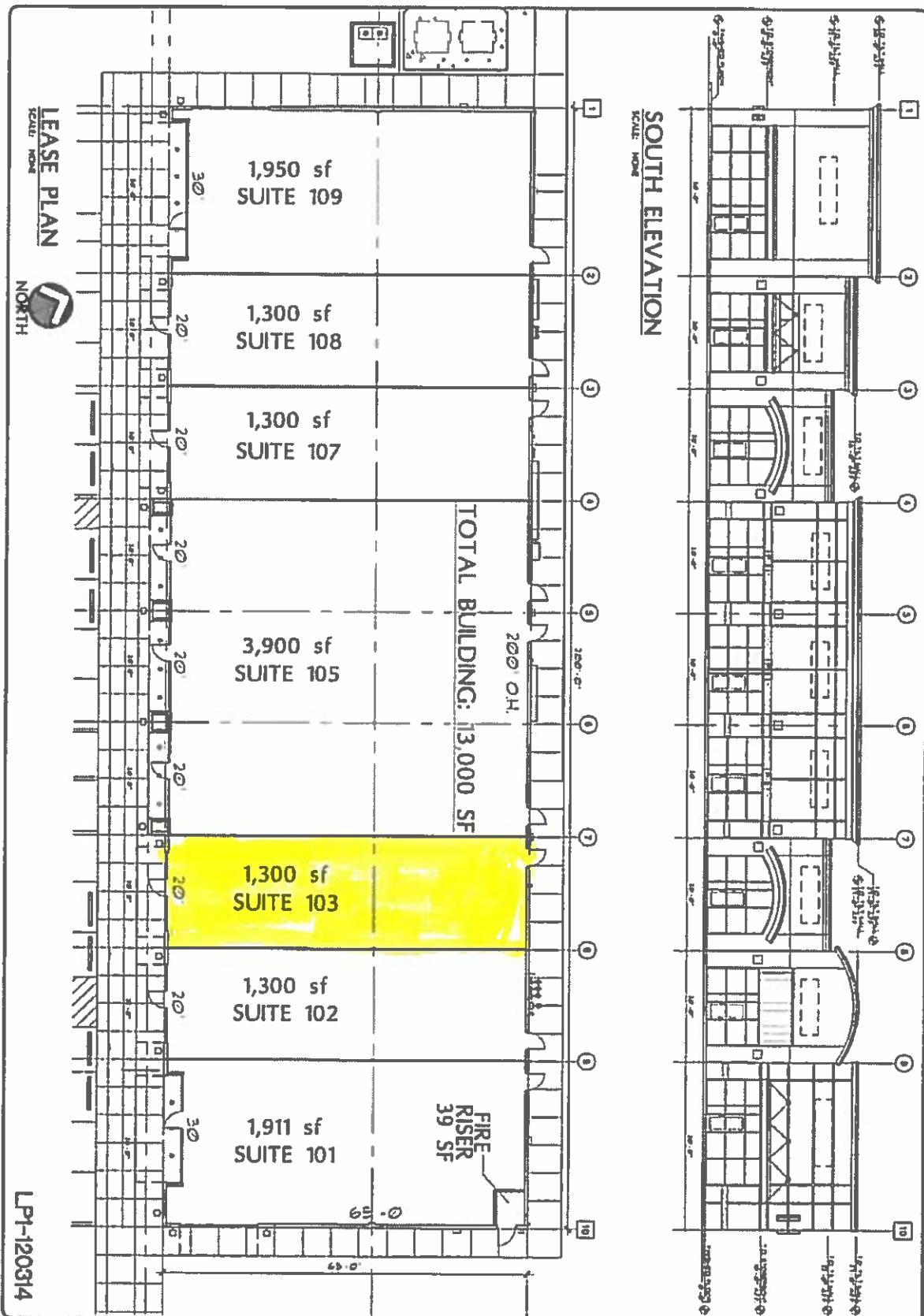
*Ken Spivill* 12/29/15

Parttime Color Schematic:

Designers:  
Print:  
Dye Sub:  
CNC:  
Finishing:

General Manager:  
Project Manager:  
Master Electrician:  
Fabrication Manager:  
Installation Manager:

By signing this I authorize work to begin and agree to pay amount due in full according to the terms of this agreement



<p><b>LP1</b></p> <p>NOVA GROUP 7300 BLANCO ROAD, SUITE 603 SAN ANTONIO, TEXAS 78216 Tel (210) 384-8882 • Fax (210) 384-3307</p>	<p><b>LEASE PLAN</b></p> <p>CALM VILLAGE - RETAIL BUILDING CALM ROAD + FM 1560 SAN ANTONIO, TEXAS</p>	<p><b>NOVA GROUP</b></p> <p>7300 BLANCO ROAD, SUITE 603 SAN ANTONIO, TEXAS 78216 Tel (210) 384-8882 • Fax (210) 384-3307</p>	<p><b>VILLA PARK</b></p> <p>ARCHITECTURAL &amp; ENGINEERING, PLLC PH (210) 384-8900 © 2014 ALL RIGHTS RESERVED</p>
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6



City of Helotes  
Development Services  
Department  
P.O. Box 507  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695.8877  
Fax (210) 695.2123

Application Date: 1-16-16

# APPLICATION FOR SIGN VARIANCE

## CHAPTER 66, Sign Classifications

**SECTION I. APPLICANT INFORMATION**NAME OF APPLICANT: José Rolando Guejardo ProAPPLICANT ADDRESS: 4434 Center Gate STCONTACT TELEPHONE #: 210-722-4802STATUS OF APPLICANT: OWNER ☐ AGENT ☐ (IF AGENT, ATTACH LETTER OF AUTHORIZATION)**SECTION II. PROPERTY DESCRIPTION**PHYSICAL ADDRESS: 11590 Galm Rd Ste #106

LEGAL DESCRIPTION: \_\_\_\_\_

SIGN DIMENSIONS: 82" x 92"

REASON FOR VARIANCE REQUEST: \_\_\_\_\_

IR like Sign Fabricate with the city Requirements  
these Sign will be too small and not be legible  
for the distance

**Office Use Only:**

Planning and Zoning Commission: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Updated 10/17/12

**PAID**  
 JAN 26 2016 \$58.50  
 CITY OF HELOTES Cash R# 15367



RECEIVED  
 JAN 26 2016  
 CITY OF HELOTES



# MASTER SIGN PERMIT

**Ernest Cruz**  
Development Services Specialist  
ecruz@helotes-tx.gov

City of Helotes

P.O. Box 507  
12951 Bandera Road  
Helotes, Texas 78023

Phone: 210.695.5905  
Fax: 210.695.2123

www.helotes-tx.gov

PERMIT #: 004417      DATE ISSUED: 11/04/2015

JOB ADDRESS: 11590 GALM RD      LOT #: 6  
PARCEL ID:      BLK #: 1  
SUBDIVISION: GALM JV      ZONING: E.T.J.

APPLICANT NAME: NOVA GROUP      SIGN COMPANY: NOVA GROUP

ADDRESS: 7300 BLANCO RD, SUITE 603      ADDRESS: 7300 BLANCO RD, SUITE 603  
CITY, STATE, ZIP: SAN ANTONIO TX 78216      CITY, STATE, ZIP: SAN ANTONIO, TX 78216  
PHONE: 210.308.6682      PHONE: 210.308.6682

BUILDING USE: GALM VILLAGE RETAIL CENTER

TYPE OF SIGN: MASTER SIGN PLAN FOR THE GALM VILLAGE RETAIL CENTER; APPROVED BY THE HELOTES PLANNING & ZONING COMMISSION ON 11/3/15, WITH THE FOLLOWING STIPULATION: SIZE PARAMETERS WILL BE ONE SQUARE FOOT FOR EVERY LINEAR FOOT OF LEASE SPACE FRONTAGE, WITH A MAXIMUM OF 100 SQUARE FEET. TENANTS SHALL APPLY INDIVIDUALLY FOR TENANT SIGNAGE, PER CHAPTER 66-71, ARTICLE VII, TENANTS SHALL FURNISH A COMPLETED SIGN PERMIT APPLICATION, SIGN RENDERINGS, AND WRITTEN AUTHORIZATION FROM PROPERTY MANAGER.

ILLUMINATED: NON-ILLUMINATED      SIZE OF SIGN:

TYPE OF SUPPORT: WALL MOUNT MASTER SIGN PLAN      HEIGHT OF SIGN: SEE EXHIBIT

FEE CODE	DESCRIPTION	AMOUNT
SIGN-MAST	NEW MASTER SIGN PROGRAM	\$ 169.50
SIGN-REV	SIGN REVIEW	\$ 16.95

**TOTAL** \$ 186.45

ALL WORK SHALL COMPLY WITH CITY CODE CHAPTER 66 SIGNS AND THE NATIONAL ELECTRICAL CODE, 2014 ED. THIS PERMIT SHALL BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES AND SHALL NOT BE REMOVED EXCEPT BY THE BUILDING OFFICIAL. SCHEDULE REQUIRED INSPECTIONS BY CONTACTING THE DEVELOPMENT SERVICES DEPARTMENT AT 210.695.5905 OR 210.695.5964 AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE AND NO LATER THAN 11:00 A.M. THIS PERMIT CONVEYS NO RIGHT TO OCCUPY ANY PUBLIC RIGHT OF WAY, EITHER TEMPORARY OR PERMANENTLY. PERMIT SHALL EXPIRE ON THE 271<sup>ST</sup> DAY AFTER DATE OF PERMIT ISSUANCE.

*Ernest Cruz*  
ISSUED BY

**PAID**

NOV 05 2015

DATE: 11/04/15

CITY OF HELOTES *66.4075*

**Discussion of and action on a request by Nova Svs. II, L.L.C. for a Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-71 *Permits, certificates and approval required; master sign plan*, for Galm Village located at 11590 Galm Road, San Antonio, Texas, more particularly described as CB 4450L Blk 1 Lot 6 (Galm JV). (Applicant)**

Motion was made by Commissioner Edmond, second by Commissioner Wade to approve the Master Sign Plan with the stipulation that the “Notes” section discussion of “size” read: “One square footage for every one linear footage of lease space frontage, with a maximum of 100 square feet.” [text to be added underlined].

Motion to approve as stipulated carried unanimously.



City of Helotes  
Development Services  
Department  
P.O. Box 507  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695.8877  
Fax (210) 695.2123

# SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: Rolando Guayardo Date: 11-12-16

Sign Location Address: 11590 Galm Rd Ste#106

Legal Description: Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ CB/NCB #: \_\_\_\_\_

Use of Building: Restaurant

No. of Businesses: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of Property Owner: Kevin Spruill Phone #: 210-308-6682

Property Owner's Address: 7300 Blanco Rd. Ste. 603

Name of Sign Contractor: Reg Aguirre

Contractor's License #: 18433 Phone #: 210-310-5492

E-mail Address: aguirre.signs.info@yahoo.com

Contractor's Business Address: 10506 Brekus Hill Dr

Type of Sign: ☐ Monument, Multi-Tenant ☒ Wall Mount ☐ Window ☐ Residential Entry  
☐ Monument, Single Business ☐ Hanging ☐ Public/ Non-Profit Signage  
☐ Traffic Control ☐ Projecting ☐ Miscellaneous Signage  
☐ Other \_\_\_\_\_

Linear Feet of Building or Lease Space Frontage: 16' x 20'

Sign Dimensions: 82" x 92" Square Footage: 52.31' Height: 82" Sign Colors: Black/Orange

Sign Text: Super Donut - (apolo Donuts, Kolaches & MORE)

Non-Illuminated Sign: ☐ Illuminated Sign: ☒ Type of Lighting: led

## Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: [Signature]

Date: 11-12-16

Printed Name: José Rolando Guayardo

Phone #: 210-722-4802

Applicant's Address: 4434 Center Gate 78217 San Antonio TX

Note: All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.

# 5 and # 6

## Bexar CAD - Map of Property ID 1210352 for Year 2016



### Property Details

#### Account

Property ID: 1210352

Geo ID: 04450-901-0060

Type: Real

Legal Description: CB 4450L BLK 1 LOT 6 (GALM JV)

#### Location

Situs Address: 11590 GALM RD TX 78216

Neighborhood: NBHD code51200

Mapsco: 545F6

Jurisdictions: 77, 06, 10, CAD, 08, 11, 56, 09

#### Owner

Owner Name: NOVA SVS II LLC

Mailing Address: , 7300 BLANCO RD STE 603, SAN ANTONIO, TX 78216-4940

#### Property

Appraised Value: N/A

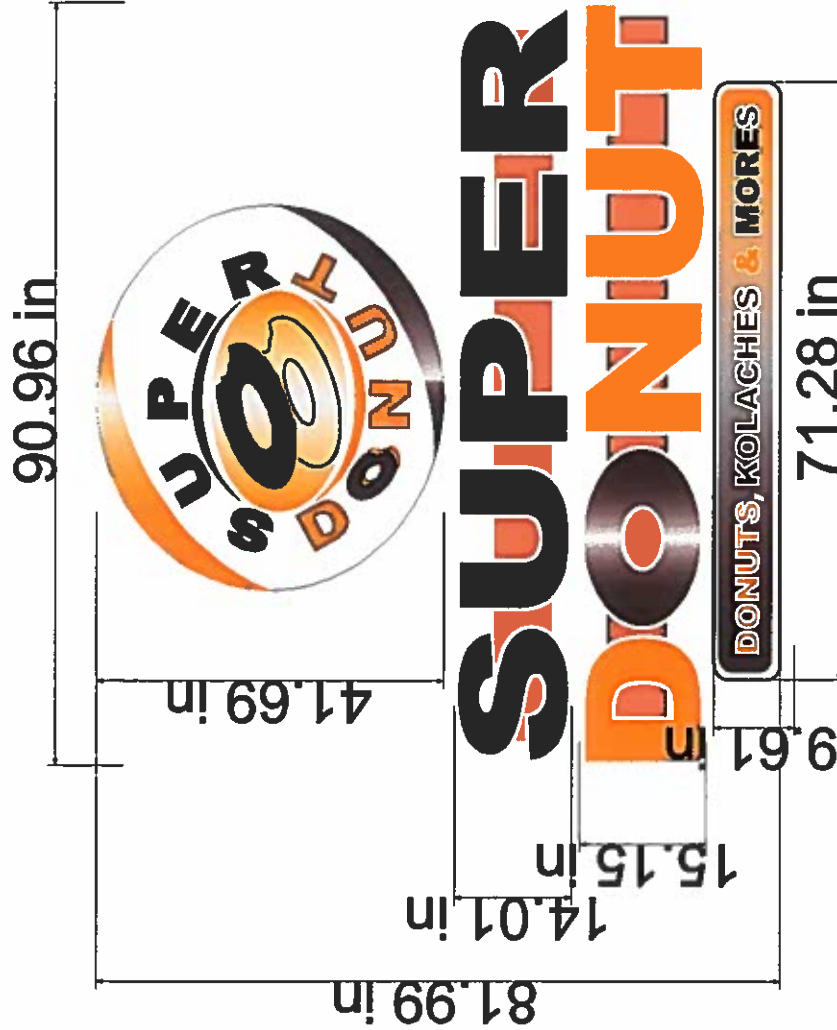
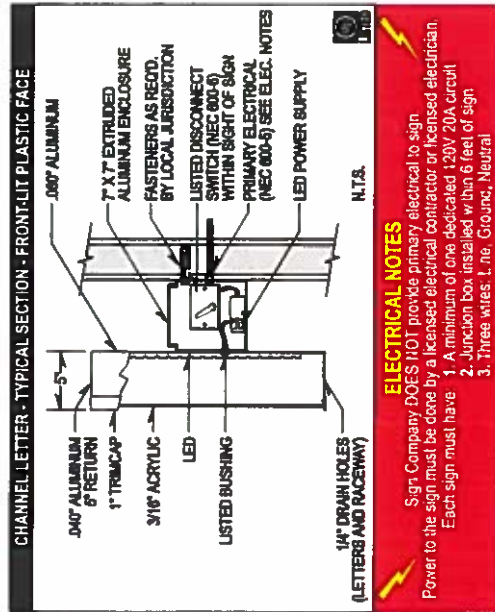
<http://www.bcad.org/Map/View/Map/1/1210352/2016>

powered by:  
**PropertyACCESS**  
[www.trueautomation.com](http://www.trueautomation.com)

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

CHANNEL LETTERS MOUNTING ON RACE WAY  
FABRICATE ONE (1) SET("SUPER DONUT")  
"INTERNAL ILLUMINATED LETTERS.

- LETTERS WILL BE ILLUMINATED W/ LED'S
- LED COLOR: RED AND BLUE
- ALL INTERNAL ELECTRICAL COMPONENTS INCLUDED.
- LETTERS WILL BE CONSTRUCTED W/.063 ALUMINUM BACKS
- .040 RETURN(SIDE OF LETTERS)
- "LOGO" LETTER TO HAVE 5" PRE-FINISHED BLACK ALUMINUM RETURNS  
FACES TO BE WHITE ACRYLIC PLASTIC W/ BLACK & ORANGE  
TRANSLUCENT VINYL W/1" BLACK TRIM CAP
- "SUPER" LETTERS TO HAVE 5" PRE FINISHED BLACK ALUMINUM RETURNS  
FACES TO BE WHITE ACRYLIC PLASTIC W/BLACK TRANSLUCENT VINYL  
W/ 1" BLACK TRIM CAP
- "DONUT" LETTERS TO HAVE 5" PRE FINISHED BLACK ALUMINUM RETURNS  
FACES TO BE WHITE ACRYLIC PLASTIC W/BLACK & ORANGE TRANSLUCENT  
VINYL W/BLACK TRIM CAP
- LETTERS BE MOUNTED TO 4-1/2" X 7" ALUMINUM EXTRUSION RACEWAY PAINTED  
TO MATCH BUILDING FASCIA



Client Name:

Location:

Start Date  
Last Revision:  
Job#:   
Drawing#:   
Page:

Sales Rep:   
Designer:   
Project Manager:   
Client Approval   
Landlord Approval







Client Name:

Location:

Start Date

Last Revision:

Job#:

Drawing#:

Page:

Sales Rep:

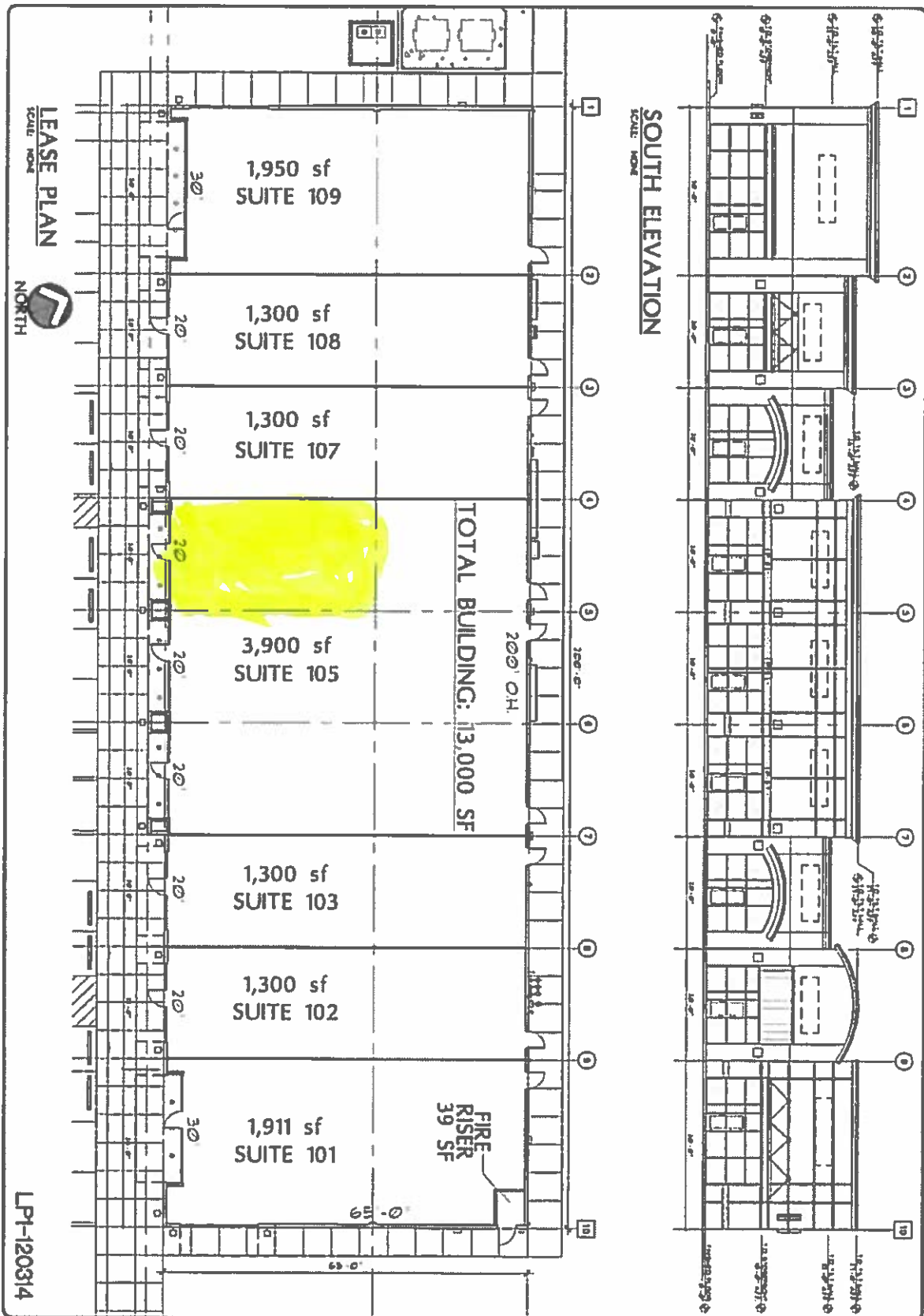
Designer:

Project Manager:

Client Approval

Landlord Approval





LP1

**LEASE PLAN**  
CALM VILLAGE - RETAIL BUILDING  
CALM ROAD + FM 1580  
SAN ANTONIO, TEXAS

**NOVA GROUP**  
7300 BLANCO ROAD, SUITE 603  
SAN ANTONIO, TEXAS 78216  
Tel: (210) 308-8882 • Fax: (210) 308-3537

**VILLA PARK**  
ARCHITECTURAL & ENGINEERING, PLLC  
P.O. BOX 384-8900  
SAN ANTONIO, TEXAS 78216

#7

FORM: Sign Permit

Date: 12/21/2015 11:20 AM

Member: GUEST

Country: US

IP Address: 50.84.103.233

1. Date:: 21/12/2015

004522

2. Applicant Name:: AAA Signs Inc.

3. Applicant Phone No.:: 210-695-3579

4. Applicant Email:: tony@aaasigns-letters.com



5. Sign Location Address:: Address: 15089 Old Bandera

Address 2:

City: Helotes

State: Texas

Zip: 78023

Country: United States

6. Lot #:

7. Block #:

8. CB/NCB #:

9. Business Use:: Commercial

10. No. of Businesses:: 1

11. Current Zoning:: Old town

12. Property Owner Name (if different from applicant):: Mike Young

13. Property Owner's Address (if different from applicant):: Address:

Address 2:

City:

State:

Zip:

Country: United States

14. Subcontractor's Name (if applicable)::

15. Subcontractor's License No.::

16. Subcontractor's Phone No.::

**17. Subcontractor's Email::**

**18. Subcontractor's Business Address:: Address:**

Address 2:

City:

State:

Zip:

Country: United States

**19. Sign Type::** Wall Mount

**20. Linear Feet of Applicable Building or Lease Space Frontage::** 64

**21. Sign Dimensions::** 3' x 9'

**22. Sign Square Footage::** 30

**23. Sign Height::** 3'

**24. Sign Colors::** red & black

**25. Sign Text::** Prime Time Fire Protection

**26. Sign Lighting::** Illuminated

**27. If Illuminated, indicate type of lighting::** LED

**28. Signage Plans::** 1450722038\_prime2\_001.jpg

**29. Signage Color Sketches and Photographs::** 1450722038\_primetype2\_permit.jpg

**30. Signage Site Plan::** 1450722038\_pmime\_4\_permit.fs

**31. Property Owner's Consent::**

**32. Applicant Signature:** Tony Cook



City of Helotes  
Development Services  
Department  
P.O. Box 507  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695.8877  
Fax (210) 695.2123

# SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: AAA Signs Date: 1/6/15

Sign Location Address: 15089 Old Bandera

Legal Description: Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ CB/NCB #: \_\_\_\_\_

Use of Building: Commercial

No. of Businesses: 1 Zoning: \_\_\_\_\_

Name of Property Owner: Mike Yang Phone #: 307-5200

Property Owner's Address: \_\_\_\_\_

Name of Sign Contractor: AAA Signs

Contractor's License #: 312 18433 Phone #: 695-3579

E-mail Address: tony@999signs-letters.com

Contractor's Business Address: \_\_\_\_\_

Type of Sign: ☐ Monument, Multi-Tenant ☒ Wall Mount ☐ Window ☐ Residential Entry  
☐ Monument, Single Business ☐ Hanging ☐ Public/ Non-Profit Signage  
☐ Traffic Control ☐ Projecting ☐ Miscellaneous Signage  
☐ Other \_\_\_\_\_

Linear Feet of Building or Lease Space Frontage: 46'

Sign Dimensions: 3'x10' Square Footage: 30 sq ft Height: \_\_\_\_\_ Sign Colors: multi

Sign Text: provided in art work

Non-Illuminated Sign: ☐ Illuminated Sign: ☒ Type of Lighting: neon

## Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

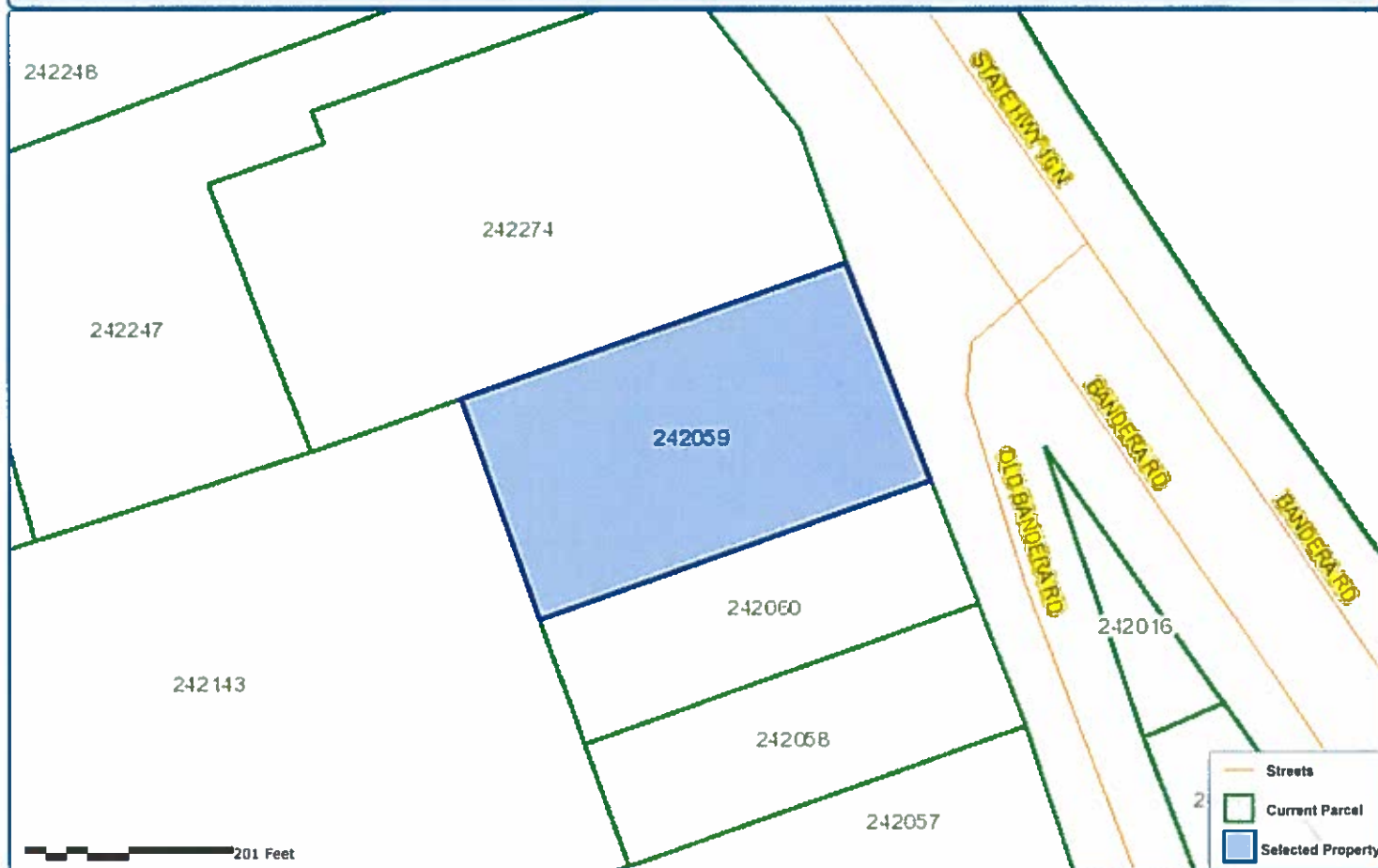
Applicant's Signature: Anthony Cook Date: 1/6/15

Printed Name: Anthony Cook Phone #: 695-3579

Applicant's Address: P.O. Box 687 Helotes TX 78023

*Note: All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.*

## Bexar CAD - Map of Property ID 242059 for Year 2016



### Property Details

#### Account

Property ID: 242059

Geo ID: 04524-000-0164

Type: Real

Legal Description: CB 4524 P-16D & 16H ABS 645

#### Location

Situs Address: 15089 E BANDERA RD HELOTES, TX 78023

Neighborhood: NBHD code51310

Mapsco: 512C6

Jurisdictions: 08, 56, 06, CAD, 09, 10, 42, 11

#### Owner

Owner Name: MMY PROPERTIES LLC

Mailing Address: , 10707 REVES CANYON, HELOTES, TX 78023

#### Property

Appraised Value: N/A

<http://www.bcad.org/Map/View/Map/1/242059/2016>

powered by:  
**PropertyACCESS**  
www.trueautomation.com

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

Code of Ordinances

Section 98-72 Old Town Helotes District.

(g) Sign Regulations.

- (1) *Intent.* The intent of the sign regulations in the OTH subdistricts is to create and maintain the small-town rural feel of the area. Signs should suggest hand craftsmanship in their design and materials. Pole-mounted and freestanding signs for wayfinding and advertising purposes throughout the area are appropriate. All other signs should be focused on the pedestrian and not on vehicular traffic associated with adjacent roadways.
- (2) *Existing Regulations Apply.* The sign regulations of Chapter 66 shall apply to signs in the OTH subdistricts, except as expressly set forth below.
- (3) *Design and Construction.* Sign materials and design shall be suggestive of hand craftsmanship, and the use of local materials is encouraged.
- (4) *Exempted and Restricted Signs.* See sign regulations of Chapter 66. No internally illuminated awnings are permitted.
- (5) *Signs and Acts Prohibited.* See sign regulations of Chapter 66. Pole-mounted and freestanding signs are acceptable for wayfinding and advertising purposes within the Old Town Helotes Special District.
- (6) Signs Authorized.
  - a. *Signs Authorized By Reference.* See the following sections:
    1. Residential signs (Chapter 66, Article 5, Sec. 66-42);
    2. Residential subdivision entry signs (Chapter 66, Article 5, Sec. 66-43);
    3. Banners, temporary and site development signs (Chapter 66, Article 5, Sec. 66-44);
    4. Traffic control and directional amenity signs (Chapter 66, Article 5, Sec. 66-45);
    5. Freestanding real estate signs that do not meet the requirements of Chapter 66, Article 5, Sec. 66-46;
    6. Political signs (Chapter 66, Article 5, Sec. 66-47);
    7. Public institutions, schools and churches (Chapter 66, Article 5, Sec. 66-48);
    8. Miscellaneous signs (Chapter 66, Article 5, Sec. 66-52);
  - b. *Signs Authorized Specifically in the Old Town Helotes Subdistricts.* The following sign requirements shall replace those of Chapter 66, Article 5, Secs. 66-49 thru 66-51.
    1. Commercial Signs: Single-Business or Multi-Tenant Shopping Center, Business Park, or Office Complex (Monument-Type)
      - i. *Size.* The surface area of the sign shall not exceed 20 square feet, including the sign face, framing, and mounting hardware.
      - ii. *Height.* No part of the sign shall extend above five feet from average grade, including a base which is not less than 18 inches above the average grade.
      - iii. *Number.* One sign for each street frontage on which the building abuts. Not allowed in conjunction with a wall sign on the same frontage.
      - iv. *Location.* On premises of the business or office and adjacent to major traffic way which the building abuts, subject to the required clear vision area.
      - v. *Design.* The monument sign design should contain the address where it is located, but the address may be placed on the sign frame or face. The base of the monument sign shall have a minimum height of 18 inches in a landscaped setting, and any design shall be shown not to create a traffic hazard.

#7  
#8  
#9



- vi. *Lighting.* Indirect or internally illuminated.
  - vii. *Landscaping.* Shall be as follows:
    - 1) A landscaped area shall extend a minimum of two feet from each face around the base of the sign subject to the granting of an exception by the Planning and Zoning Commission if justified by unusual site conditions;
    - 2) All landscaped areas shall be maintained in a healthy, neat and clean condition;
    - 3) Any unhealthy or dead landscaping materials shall be replaced with comparable materials; and
    - 4) A plan showing the landscaping must be submitted to the Planning and Zoning Commission by the applicant.
2. *Commercial Signs – Projecting, Wall, Hanging, or In/On Windows.* Businesses may elect to have one of the following signs per street or pedestrian way which the building faces or abuts, with a maximum of two such signs. Such signs must be submitted to the Planning and Zoning Commission for review and approval prior to installation.
- i. *Wall Signs.* Wall signs by single businesses or an individual business in a multi-tenant shopping center, office complex, or business park shall be regulated as follows:
    - 1) *Area.* Wall signs shall have a maximum sign area of 32 square feet, including sign face, framing, and mounting hardware.
    - 2) *Height.* The top of the sign shall be below the eave line and at a height no greater than 20 feet above the ground immediately adjacent to the sign.
    - 3) *Number.* One sign per street or pedestrian way which the building faces or abuts, with a maximum of two signs.
    - 4) *Location.* All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches. Not allowed in conjunction with a monument sign on the same frontage.
    - 5) *Lighting.* Indirect, internally illuminated, or neon.
    - 6) An individual business with a basement entrance with no calculable frontage may have one wall sign with a maximum area of six square feet.
  - ii. *Projecting and Hanging Signs.* Hanging commercial signs may be used by single-businesses or an individual business in a multi-tenant shopping center, office complex, or business park and shall be regulated as follows:
    - 1) *Area.* Hanging signs shall have a maximum sign area of 24 square feet, including sign face, framing, and mounting hardware.
    - 2) *Height.* No part of the sign shall extend below eight feet from the average grade nor shall it extend above the eave line of the building to which it is attached.
    - 3) *Number.* One sign per street or pedestrian way which the building faces or abuts, with a maximum of two signs.
    - 4) *Lighting.* Indirect, internally illuminated, or neon.
    - 5) *Special Provisions.* Projecting and hanging signs must hang from a structural element of the exterior wall, awning, or overhang.
  - iii. *Commercial Signs In or On Windows/Doors.* Commercial signs in or on windows or doors or window signs may be used by single-businesses or an individual business in a multi-tenant shopping center and shall be regulated as follows:

- 1) *Size.* A maximum area of eight square feet or no more than one-half the area of the window or door, whichever is smaller, including sign face, framing, and mounting hardware. A maximum area of six square feet is allowed if the area of the window or door is less than 12 square feet. Area used for the business address, hours of operation, and open or closed status is excluded from the maximum size limit.
  - 2) *Height.* No part of the sign shall extend above eight feet from the average grade, unless a greater height is necessary to center the sign in the window.
  - 3) *Number.* One sign per street or pedestrian way which the building faces or abuts.
  - 4) *Location.* In or on the window or door and entirely within the perimeter of the window or door.
  - 5) *Lighting.* Indirect, internally illuminated, or neon.
3. Off-Premises Signs.
- i. Off-premise signs located in the right-of-way for wayfinding purposes only are permitted provided the design of such signs is consistent with the concepts set out in the Old Town Helotes Plan.
  - ii. Pole-mounted or freestanding signs may be erected off-premises, provided they are used solely for area-wide wayfinding purposes.
  - iii. Pole-mounted and freestanding signs shall have a maximum sign area of 20 square feet, regardless of whether they are off-premises or on-premises or used for way finding or advertising purposes.
- (7) Creative Sign Review.
- a. *Purpose.* This section establishes standards and procedures for the design, review and approval of creative signs in Old Town Helotes. Creative signs that meet the character and intent of the Old Town Helotes Plan may be permitted upon the approval of the City Council. The purposes of this creative sign program are to:
    1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
    2. Provide a process for the application of sign regulations in ways that will allow creatively-designed signs that make a positive visual contribution to the overall image of Old Town Helotes, while mitigating the impacts of large or unusually designed signs.
  - b. *Applicability.* An applicant may request approval of a sign permit under the creative sign program to authorize on-site signs that employ standards that differ from the other provisions of this paragraph G., but comply with the provisions of this paragraph 7.
  - c. *Approval Authority.* A sign permit application for a creative sign shall be subject to review by the Planning and Zoning Commission and approval by the City Council.
  - d. *Design Criteria.* In approving an application for a creative sign, the Planning and Zoning Commission and City Council shall ensure that a proposed sign meets the following design criteria:
    1. *Design quality.* The sign shall:
      - i. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;
      - ii. Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
      - iii. Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.
    2. *Contextual criteria.* The sign shall contain at least one of the following elements:

- i. Classic historic design style;
    - ii. Creative image reflecting current or historic character of Old Town Helotes;
    - iii. Inventive representation of the use, name or logo of the structure or business.
  - 3. *Architectural criteria.* The sign shall:
    - i. Utilize and/or enhance the architectural elements of the building; and
    - ii. Be placed in a logical location in relation to the overall composition of the building's facade and not cover any key architectural features/details of the facade.
  - 4. *Old Town Helotes Plan consistency.* The sign shall be consistent with the character and intent for Old Town Helotes, as described in the Old Town Helotes Plan.
- (8) *Review Procedures, Variances.* With the exception of Creative Sign Review, the administrative procedures of Chapter 66 shall apply to all signs; however, no variances shall be granted in any OTH subdistrict except through the creative sign review provisions above.
- (9) *Sign Design Review Guidelines.* The sign design guidelines in the Old Town Helotes Plan shall supplement those of Chapter 66.
- (10) *Special Provisions.* Signs with Historic Significance – As long as building use does not change, any nonconforming sign in Old Town Helotes is grandfathered in perpetuity.

8'10"



PRIME TIME

FIRE PROTECTION







City of Helotes  
Development Services  
Department  
P.O. Box 507  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695.8877  
Fax (210) 695.2123

RECEIVED  
JAN 25 2016

Application Date: 1-25-16

# SIGN PERMIT APPLICATION

CHAPTER 66,

CITY OF HELOTES Sign Administrative Procedures

Name of Applicant: Melissa Sjolander Date: 1-25-16  
Sign Location Address: 14743 Old Bandera Rd #1  
Legal Description: Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ CB/NCB #: \_\_\_\_\_  
Use of Building: Coffee house No. of Businesses: 1 Zoning: \_\_\_\_\_  
Name of Property Owner: Shops at Old Town Helotes Phone #: \_\_\_\_\_  
Property Owner's Address: P.O. Box 1098 Helotes, TX 78023  
Name of Sign Contractor: Ron Sjolander  
Contractor's License #: \_\_\_\_\_ Phone #: 210-585-0499 E-mail Address: rpsjolander@iclad.com  
Contractor's Business Address: 10142 Cedar Crest Dr Helotes TX 78023  
Type of Sign: ☐ Monument, Multi-Tenant ☒ Wall Mount ☐ Window ☐ Residential Entry  
☒ Monument, Single Business ☐ Hanging ☐ Public/ Non-Profit Signage  
☐ Traffic Control ☐ Projecting ☐ Miscellaneous Signage  
☒ Other \_\_\_\_\_

Linear Feet of Building or Lease Space Frontage: \_\_\_\_\_

Sign Dimensions: 6'x4'x2" Square Footage: 24 Height: 4' Sign Colors: Brown/white  
Sign Text: The Cracked Mug Coffee House  
Monument is 4'x5' = 20 sq ft  
Non-Illuminated Sign: ☒ Illuminated Sign: ☐ Type of Lighting: \_\_\_\_\_

## Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: [Signature] Date: 1-25-16  
Printed Name: Melissa Sjolander Phone #: 210-863-5559  
Applicant's Address: 10142 Cedar Crest Dr Helotes TX

**Note:** All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.

Office Use Only:





**Ernest Cruz**

---

**Modified:** Tue 1/26/2016 3:07 PM

The Cracked Mug Coffee House - 14743 Old Bandera Rd, #1; Applicant amended application to also include a free-standing sign; will email location of free-standing sign, sometime today; the design is the same as the proposed wall mount sign.

Thanks.

Code of Ordinances

Section 98-72 Old Town Helotes District.

(g) Sign Regulations.

- (1) *Intent.* The intent of the sign regulations in the OTH subdistricts is to create and maintain the small-town rural feel of the area. Signs should suggest hand craftsmanship in their design and materials. Pole-mounted and freestanding signs for wayfinding and advertising purposes throughout the area are appropriate. All other signs should be focused on the pedestrian and not on vehicular traffic associated with adjacent roadways.
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      - i. *Size.* The surface area of the sign shall not exceed 20 square feet, including the sign face, framing, and mounting hardware.
      - ii. *Height.* No part of the sign shall extend above five feet from average grade, including a base which is not less than 18 inches above the average grade.
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#7  
#8  
#9

vi. *Lighting.* Indirect or internally illuminated.

vii. *Landscaping.* Shall be as follows:

- 1) A landscaped area shall extend a minimum of two feet from each face around the base of the sign subject to the granting of an exception by the Planning and Zoning Commission if justified by unusual site conditions;
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iii. *Commercial Signs In or On Windows/Doors.* Commercial signs in or on windows or doors or window signs may be used by single-businesses or an individual business in a multi-tenant shopping center and shall be regulated as follows:

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  - 3) *Number.* One sign per street or pedestrian way which the building faces or abuts.
  - 4) *Location.* In or on the window or door and entirely within the perimeter of the window or door.
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- i. Off-premise signs located in the right-of-way for wayfinding purposes only are permitted provided the design of such signs is consistent with the concepts set out in the Old Town Helotes Plan.
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  - iii. Pole-mounted and freestanding signs shall have a maximum sign area of 20 square feet, regardless of whether they are off-premises or on-premises or used for way finding or advertising purposes.
- (7) Creative Sign Review.
- a. *Purpose.* This section establishes standards and procedures for the design, review and approval of creative signs in Old Town Helotes. Creative signs that meet the character and intent of the Old Town Helotes Plan may be permitted upon the approval of the City Council. The purposes of this creative sign program are to:
    1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
    2. Provide a process for the application of sign regulations in ways that will allow creatively-designed signs that make a positive visual contribution to the overall image of Old Town Helotes, while mitigating the impacts of large or unusually designed signs.
  - b. *Applicability.* An applicant may request approval of a sign permit under the creative sign program to authorize on-site signs that employ standards that differ from the other provisions of this paragraph G., but comply with the provisions of this paragraph 7.
  - c. *Approval Authority.* A sign permit application for a creative sign shall be subject to review by the Planning and Zoning Commission and approval by the City Council.
  - d. *Design Criteria.* In approving an application for a creative sign, the Planning and Zoning Commission and City Council shall ensure that a proposed sign meets the following design criteria:
    1. *Design quality.* The sign shall:
      - i. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;
      - ii. Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
      - iii. Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.
    2. *Contextual criteria.* The sign shall contain at least one of the following elements:

- i. Classic historic design style;
    - ii. Creative image reflecting current or historic character of Old Town Helotes;
    - iii. Inventive representation of the use, name or logo of the structure or business.
  - 3. *Architectural criteria.* The sign shall:
    - i. Utilize and/or enhance the architectural elements of the building; and
    - ii. Be placed in a logical location in relation to the overall composition of the building's facade and not cover any key architectural features/details of the facade.
  - 4. *Old Town Helotes Plan consistency.* The sign shall be consistent with the character and intent for Old Town Helotes, as described in the Old Town Helotes Plan.
- (8) *Review Procedures, Variances.* With the exception of Creative Sign Review, the administrative procedures of Chapter 66 shall apply to all signs; however, no variances shall be granted in any OTH subdistrict except through the creative sign review provisions above.
- (9) *Sign Design Review Guidelines.* The sign design guidelines in the Old Town Helotes Plan shall supplement those of Chapter 66.
- (10) *Special Provisions.* Signs with Historic Significance – As long as building use does not change, any nonconforming sign in Old Town Helotes is grandfathered in perpetuity.

## Bexar CAD - Map of Property ID 1154308 for Year 2016



### Property Details

#### Account

Property ID: 1154308

Geo ID: 04524-001-0020

Type: Real

Legal Description: CB 4524H (HELOTES OLD TOWN), BLOCK 1 LOT 2

#### Location

Situs Address: 14743 E BANDERA RD HELOTES, TX 78023

Neighborhood: NBHD code51200

Mapsco: 512D7

Jurisdictions: CAD, 11, 06, 56, 10, 09, 08, 42

#### Owner

Owner Name: SHOPS AT OLD TOWN HELOTES INC

Mailing Address: , 14203 CIRCLE A TRL, HELOTES, TX 78023-4276

#### Property

Appraised Value: N/A

<http://www.bcad.org/Map/View/Map/1/1154308/2016>

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**PropertyACCESS**  
www.trueautomationllc.com

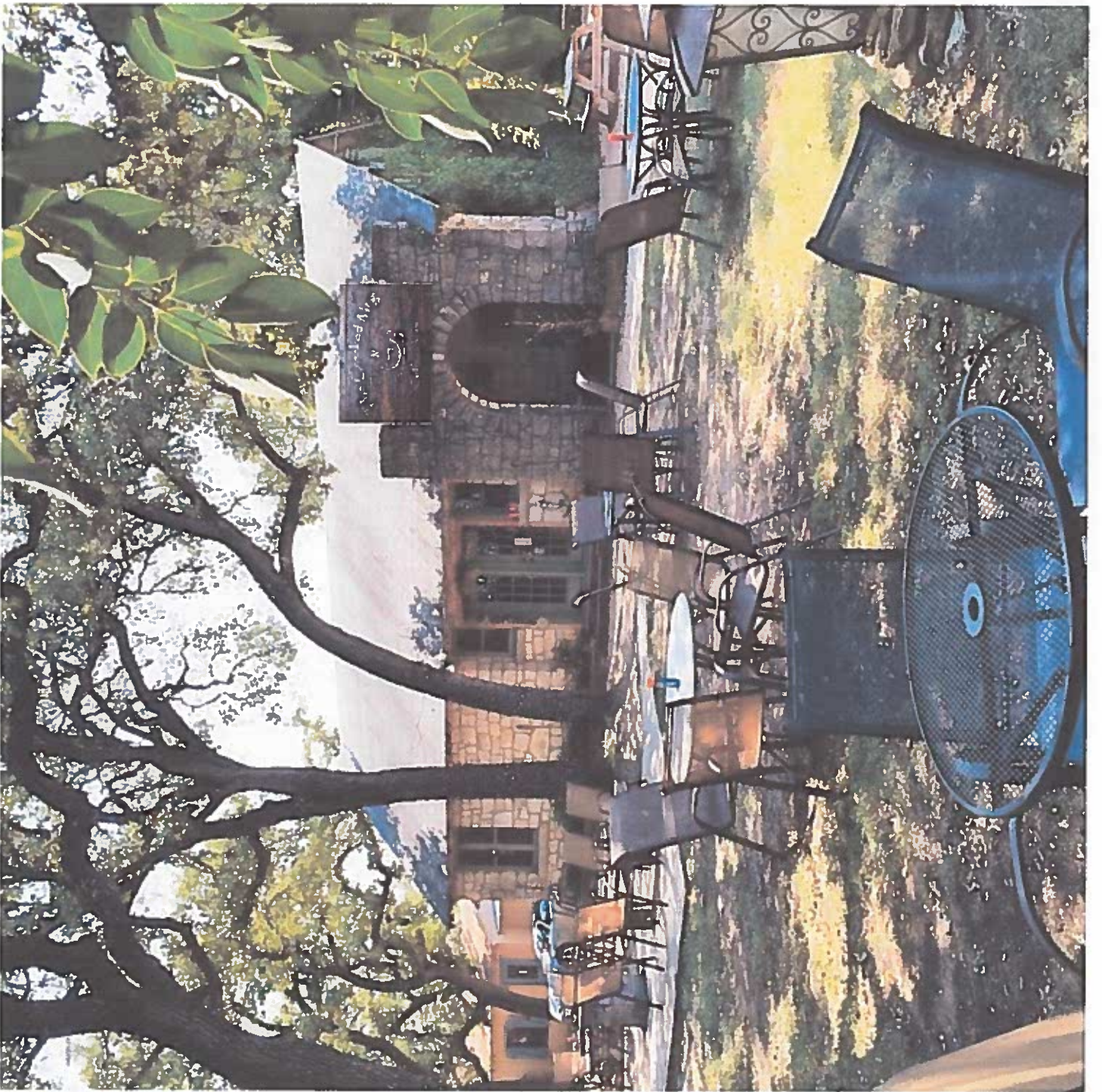
Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

# The Cracked Mug



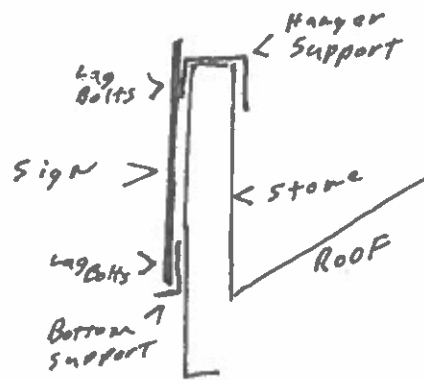
Coffee House





# Sign Specifications

Sign is to be 4 feet high and 6 feet wide, made from 2"x12" treated pine. It will be stained brown with white painted lettering. To be attached to the stone with lag bolts and hanger supports over the stone.



**Ernest Cruz**

**From:** City of Helotes <info@helotes-tx.gov>  
**Sent:** Monday, January 25, 2016 9:52 PM  
**To:** Ernest Cruz; Felisha Novan; prhodes@gilesparscale.com  
**Subject:** New Form Submission: Sign Permit

Someone submitted the Sign Permit form:

Date: 01/25/2016 08:51 PM

1. Date : 22/01/2016
2. Applicant Name : Johni Badder-Fahey
3. Applicant Phone No. : 210-310-5592
4. Applicant Email : [Johni1012@yahoo.com](mailto:Johni1012@yahoo.com)
5. Sign Location Address : Address: 14391 ~~Old Bandera Rd.~~ *Riggs*

Address 2: City: Helotes State: TX Zip: 78023 Country: United States

1. Lot # : Unit #1
2. Block # :
3. CB/NCB # :
4. Business Use : Antiques, collectables, home decor
5. No. of Businesses : 1
6. Current Zoning : commercial
7. Property Owner Name (if different from applicant) : Ken Dempsey (Bluffs at Old Town Helotes, LLC)
8. Property Owner's Address (if different from applicant) : Address: P.O. Box 1098

Address 2: City: Helotes State: TX Zip: 78023 Country: United States

1. Subcontractor's Name (if applicable) : undecided
2. Subcontractor's License No. :
3. Subcontractor's Phone No. :
4. Subcontractor's Email :
5. Subcontractor's Business Address : Address:

Address 2: City: State: Zip: Country: United States

1. Sign Type : *Projecting*
2. Linear Feet of Applicable Building or Lease Space Frontage : 6 ft.
3. Sign Dimensions : 2.5 ft. tall x 6 ft. wide
4. Sign Square Footage : 12 ft.
5. Sign Height : 2.5 ft.
6. Sign Colors : Black cursive lettering on a cream colored background with a pale blue border.
7. Sign Text : Country Elegance – Antiques and Country French Style
8. Sign Lighting : Non-Illuminated
9. If illuminated, indicate type of lighting :
10. Signage Plans : [http://www.helotes-tx.gov/images/uploads/1453780306\\_sign\\_description.docx](http://www.helotes-tx.gov/images/uploads/1453780306_sign_description.docx)

11. Signage Color Sketches and Photographs: : [http://www.helotes-tx.gov/images/uploads/1453780306\\_country\\_elegance-sign\\_sketch.pdf](http://www.helotes-tx.gov/images/uploads/1453780306_country_elegance-sign_sketch.pdf)
12. Signage Site Plan: : [http://www.helotes-tx.gov/images/uploads/1453780306\\_country\\_elegance-sign\\_sketch.pdf](http://www.helotes-tx.gov/images/uploads/1453780306_country_elegance-sign_sketch.pdf)
13. Property Owner's Consent: :
14. Applicant Signature : Johni Badder-Fahey



Code of Ordinances

Section 98-72 Old Town Helotes District.

(g) Sign Regulations.

- (1) *Intent.* The intent of the sign regulations in the OTH subdistricts is to create and maintain the small-town rural feel of the area. Signs should suggest hand craftsmanship in their design and materials. Pole-mounted and freestanding signs for wayfinding and advertising purposes throughout the area are appropriate. All other signs should be focused on the pedestrian and not on vehicular traffic associated with adjacent roadways.
- (2) *Existing Regulations Apply.* The sign regulations of Chapter 66 shall apply to signs in the OTH subdistricts, except as expressly set forth below.
- (3) *Design and Construction.* Sign materials and design shall be suggestive of hand craftsmanship, and the use of local materials is encouraged.
- (4) *Exempted and Restricted Signs.* See sign regulations of Chapter 66. No internally illuminated awnings are permitted.
- (5) *Signs and Acts Prohibited.* See sign regulations of Chapter 66. Pole-mounted and freestanding signs are acceptable for wayfinding and advertising purposes within the Old Town Helotes Special District.
- (6) Signs Authorized.
  - a. *Signs Authorized By Reference.* See the following sections:
    1. Residential signs (Chapter 66, Article 5, Sec. 66-42;
    2. Residential subdivision entry signs (Chapter 66, Article 5, Sec. 66-43);
    3. Banners, temporary and site development signs (Chapter 66, Article 5, Sec. 66-44);
    4. Traffic control and directional amenity signs (Chapter 66, Article 5, Sec. -66-45);
    5. Freestanding real estate signs that do not meet the requirements of Chapter 66, Article 5, Sec. 66-46;
    6. Political signs (Chapter 66, Article 5, Sec. 66-47);
    7. Public institutions, schools and churches (Chapter 66, Article 5, Sec. 66-48);
    8. Miscellaneous signs (Chapter 66, Article 5, Sec. 66-52);
  - b. *Signs Authorized Specifically in the Old Town Helotes Subdistricts.* The following sign requirements shall replace those of Chapter 66, Article 5, Secs. 66-49 thru 66-51.
    1. Commercial Signs: Single-Business or Multi-Tenant Shopping Center, Business Park, or Office Complex (Monument-Type)
      - i. *Size.* The surface area of the sign shall not exceed 20 square feet, including the sign face, framing, and mounting hardware.
      - ii. *Height.* No part of the sign shall extend above five feet from average grade, including a base which is not less than 18 inches above the average grade.
      - iii. *Number.* One sign for each street frontage on which the building abuts. Not allowed in conjunction with a wall sign on the same frontage.
      - iv. *Location.* On premises of the business or office and adjacent to major traffic way which the building abuts, subject to the required clear vision area.
      - v. *Design.* The monument sign design should contain the address where it is located, but the address may be placed on the sign frame or face. The base of the monument sign shall have a minimum height of 18 inches in a landscaped setting, and any design shall be shown not to create a traffic hazard.

#7

#8

#9

vi. *Lighting.* Indirect or internally illuminated.

vii. *Landscaping.* Shall be as follows:

- 1) A landscaped area shall extend a minimum of two feet from each face around the base of the sign subject to the granting of an exception by the Planning and Zoning Commission if justified by unusual site conditions;
- 2) All landscaped areas shall be maintained in a healthy, neat and clean condition;
- 3) Any unhealthy or dead landscaping materials shall be replaced with comparable materials; and
- 4) A plan showing the landscaping must be submitted to the Planning and Zoning Commission by the applicant.

2. *Commercial Signs – Projecting, Wall, Hanging, or In/On Windows.* Businesses may elect to have one of the following signs per street or pedestrian way which the building faces or abuts, with a maximum of two such signs. Such signs must be submitted to the Planning and Zoning Commission for review and approval prior to installation.

i. *Wall Signs.* Wall signs by single businesses or an individual business in a multi-tenant shopping center, office complex, or business park shall be regulated as follows:

- 1) *Area.* Wall signs shall have a maximum sign area of 32 square feet, including sign face, framing, and mounting hardware.
- 2) *Height.* The top of the sign shall be below the eave line and at a height no greater than 20 feet above the ground immediately adjacent to the sign.
- 3) *Number.* One sign per street or pedestrian way which the building faces or abuts, with a maximum of two signs.
- 4) *Location.* All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches. Not allowed in conjunction with a monument sign on the same frontage.
- 5) *Lighting.* Indirect, internally illuminated, or neon.
- 6) An individual business with a basement entrance with no calculable frontage may have one wall sign with a maximum area of six square feet.

ii. *Projecting and Hanging Signs.* Hanging commercial signs may be used by single-businesses or an individual business in a multi-tenant shopping center, office complex, or business park and shall be regulated as follows:

- 1) *Area.* Hanging signs shall have a maximum sign area of 24 square feet, including sign face, framing, and mounting hardware.
- 2) *Height.* No part of the sign shall extend below eight feet from the average grade nor shall it extend above the eave line of the building to which it is attached.
- 3) *Number.* One sign per street or pedestrian way which the building faces or abuts, with a maximum of two signs.
- 4) *Lighting.* Indirect, internally illuminated, or neon.
- 5) *Special Provisions.* Projecting and hanging signs must hang from a structural element of the exterior wall, awning, or overhang.

iii. *Commercial Signs In or On Windows/Doors.* Commercial signs in or on windows or doors or window signs may be used by single-businesses or an individual business in a multi-tenant shopping center and shall be regulated as follows:

- 1) *Size.* A maximum area of eight square feet or no more than one-half the area of the window or door, whichever is smaller, including sign face, framing, and mounting hardware. A maximum area of six square feet is allowed if the area of the window or door is less than 12 square feet. Area used for the business address, hours of operation, and open or closed status is excluded from the maximum size limit.
  - 2) *Height.* No part of the sign shall extend above eight feet from the average grade, unless a greater height is necessary to center the sign in the window.
  - 3) *Number.* One sign per street or pedestrian way which the building faces or abuts.
  - 4) *Location.* In or on the window or door and entirely within the perimeter of the window or door.
  - 5) *Lighting.* Indirect, internally illuminated, or neon.
3. Off-Premises Signs.
- i. Off-premise signs located in the right-of-way for wayfinding purposes only are permitted provided the design of such signs is consistent with the concepts set out in the Old Town Helotes Plan.
  - ii. Pole-mounted or freestanding signs may be erected off-premises, provided they are used solely for area-wide wayfinding purposes.
  - iii. Pole-mounted and freestanding signs shall have a maximum sign area of 20 square feet, regardless of whether they are off-premises or on-premises or used for way finding or advertising purposes.

(7) Creative Sign Review.

- a. *Purpose.* This section establishes standards and procedures for the design, review and approval of creative signs in Old Town Helotes. Creative signs that meet the character and intent of the Old Town Helotes Plan may be permitted upon the approval of the City Council. The purposes of this creative sign program are to:
  1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
  2. Provide a process for the application of sign regulations in ways that will allow creatively-designed signs that make a positive visual contribution to the overall image of Old Town Helotes, while mitigating the impacts of large or unusually designed signs.
- b. *Applicability.* An applicant may request approval of a sign permit under the creative sign program to authorize on-site signs that employ standards that differ from the other provisions of this paragraph G., but comply with the provisions of this paragraph 7.
- c. *Approval Authority.* A sign permit application for a creative sign shall be subject to review by the Planning and Zoning Commission and approval by the City Council.
- d. *Design Criteria.* In approving an application for a creative sign, the Planning and Zoning Commission and City Council shall ensure that a proposed sign meets the following design criteria:
  1. *Design quality.* The sign shall:
    - i. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;
    - ii. Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
    - iii. Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.
  2. *Contextual criteria.* The sign shall contain at least one of the following elements:



- i. Classic historic design style;
    - ii. Creative image reflecting current or historic character of Old Town Helotes;
    - iii. Inventive representation of the use, name or logo of the structure or business.
  - 3. *Architectural criteria.* The sign shall:
    - i. Utilize and/or enhance the architectural elements of the building; and
    - ii. Be placed in a logical location in relation to the overall composition of the building's facade and not cover any key architectural features/details of the facade.
  - 4. *Old Town Helotes Plan consistency.* The sign shall be consistent with the character and intent for Old Town Helotes, as described in the Old Town Helotes Plan.
- (8) *Review Procedures, Variances.* With the exception of Creative Sign Review, the administrative procedures of Chapter 66 shall apply to all signs; however, no variances shall be granted in any OTH subdistrict except through the creative sign review provisions above.
- (9) *Sign Design Review Guidelines.* The sign design guidelines in the Old Town Helotes Plan shall supplement those of Chapter 66.
- (10) *Special Provisions.* Signs with Historic Significance – As long as building use does not change, any nonconforming sign in Old Town Helotes is grandfathered in perpetuity.

## Bexar CAD - Map of Property ID 1151554 for Year 2016



### Property Details

#### Account

Property ID: 1151554

Geo ID: 04524-001-0030

Type: Real

Legal Description: CB 4524H (BLUFFS AT OLD TOWN HELOTES), BLOCK 1 LOT 3

#### Location

Situs Address: 14391 RIGGS RD HELOTES, TX 78023

Neighborhood: NBHD code51310

Mapsco: 512D7

Jurisdictions: 06, CAD, 56, 10, 11, 42, 08, 09

#### Owner

Owner Name: BLUFF AT OLD TOWN HELOTES LLC

Mailing Address: , 14203 CIRCLE A TRL, HELOTES, TX 78023-4276

#### Property

Appraised Value: N/A

<http://www.bcad.org/Map/View/Map/1/1151554/2016>

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**PropertyACCESS**  
[www.trueautomation.com](http://www.trueautomation.com)

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

ENLARGED FOR  
DETAIL



6 ft.

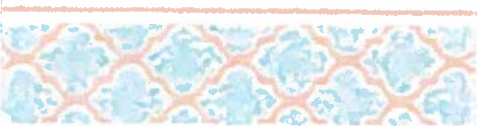
2.5 ft.



*Country Elegance*  
Antiques and Country French Style



*Country Elegance*  
Antiques and Country French Style



*Sign Description*  
*For*  
*Country Elegance*  
*14391 Old Bandera Rd.*  
*Helotes, TX. 78023*

*2.5 ft. x 6 ft. vinyl sign attached to 2.5 x 6 ft. plywood and secured with two 4 ft. high wood posts and placed 1 ft. in front of concrete slab and centered between northeast corner of slab and northeast corner of first concrete step.*

*Vinyl sign will have 6 in. black cursive lettering on the first line and 3 in. black cursive lettering on the second line. These two lines of lettering will be centered on a cream-colored background and have 5 in. vertical borders on each end of the sign.*

*(see sketch provided)*



City of Helotes  
Development Services  
Department  
P.O. Box 507  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695.8877  
Fax (210) 695.2123

RECEIVED

JAN 12 2016

CITY OF HELOTES

Application Date: JANUARY 12, 2016

# SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: COMPASS CHURCH Date: 1/12/2016  
Sign Location Address: 12266 BANDERA RD #2  
Legal Description: Lot #: 2 Block #: 4 CB/NCB #: 4477E  
Use of Building: CHURCH No. of Businesses: 1 Zoning: \_\_\_\_\_  
Name of Property Owner: JDL TEXAS VENTURES, LTD. Phone #: (210) 325-5033  
Property Owner's Address: 8809 CROSS MOUNTAIN TRAIL, SAN ANTONIO, TX 78255  
Name of Sign Contractor: BUDGET SIGNS  
Contractor's License #: TSC 18746 Phone #: (210) 349-7446 E-mail Address: ELIZABETH@BUDSIGNS.COM  
Contractor's Business Address: 2801 WEST AVE, SAN ANTONIO, TX 78201  
Type of Sign: ☐ Monument, Multi-Tenant ☒ Wall Mount ☐ Window ☐ Residential Entry  
☐ Monument, Single Business ☐ Hanging ☒ Public Non-Profit Signage  
☐ Traffic Control ☐ Projecting ☐ Miscellaneous Signage  
☐ Other \_\_\_\_\_

Linear Feet of Building or Lease Space Frontage:

125 L.F.

Sign Dimensions: 48" x 96" Square Footage: 32' Height: 48" Sign Colors: BLACK, WHITE, YELLOW  
Sign Text: COMPASS CHURCH

Non-Illuminated Sign: ☒ Illuminated Sign: ☐ Type of Lighting: \_\_\_\_\_

**Applicant must attach the following documents:**

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: [Signature]

Date: JANUARY 12, 2016

Printed Name: AARON POWERS

Phone #: (210) 855-5852

Applicant's Address: P.O. Box 838, HELOTES, TX 78023

**Note: All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.**

Office Use Only:



Updated 10/17/12

**Sec. 66-51. Commercial signs: projecting, wall and hanging, or in or on windows.**

- (a) *Commentary.* In addition to the monument signage authorized for multi-tenant shopping centers in section 66-50, or the monument signage authorized for single business use in section 66-49, individual businesses within a multi-tenant shopping center or office complex or single businesses may also elect to have one of the following signs per street or pedestrian way which the building faces or abuts, with a maximum of two such signs. Such signs must be submitted to the P & Z for review and approval prior to installation.
- (b) *Wall signs.* Wall signs by single businesses or an individual business in a multi-tenant shopping center, office complex or business park shall be regulated as follows:
- (1) *Purpose.* To identify a business or organization.
  - (2) *Size.* One square foot per linear foot of building or unit facade to which it is attached; a maximum of 100 square feet. A minimum area of ten square feet will be allowed if a business has insufficient footage. The size of a multi-paneled sign shall be determined by dividing the maximum size allowed by the number of panels.
  - (3) *Height.* The top of the sign shall be below the lower roofline and at a height no greater than 20 feet above the ground immediately adjacent to the sign.
  - (4) *Number.* One sign per street or pedestrian way which the building faces or abuts with a maximum of two signs, subject to review by the P & Z.
  - (5) *Location.* All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches.
  - (6) *Design.* Reference Chapter 98 *Zoning*, Article IX. *Architectural Review by Planning and Zoning Commission*, Sec. 98-253, Subsection (f) *Signage*. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.
  - (7) *Lighting.* Indirect, internally illuminated, or neon.
  - (8) *Landscaping.* Not applicable.
  - (9) *Duration.* The sign shall be permitted so long as the business or office is open for business.
  - (10) *Special provisions.* Shall be as follows:
    - a. A business or organization having a wall, projecting, or hanging sign is not excluded from participating in a multi-tenant commercial sign.
    - b. Businesses or organizations not having exterior public entrances are subject to the provisions of the multi-tenant commercial sign for multi-tenant building, in section 66-50.
    - c. An individual business with a basement entrance with no calculable frontage may have one sign with a maximum area of six square feet.
  - (11) *Permit.* A permit and master sign plan approval must be obtained in accordance with the provisions of this chapter prior to installation.
- (c) *Commercial signs: projecting and hanging signs.* Hanging commercial signs may be used by single businesses or an individual business in a multi-tenant shopping center, office complex or business park and shall be regulated as follows:
- (1) *Purpose.* To identify a business or organization.
  - (2) *Size.* A maximum area of 24 square feet.
  - (3) *Height.* No part of the sign shall extend below eight feet from the average grade nor shall it extend above the lower roofline of the building to which it is attached.

- (4) *Number.* One sign per street or pedestrian way which the building faces or abuts, as determined by the code enforcement officer, with a maximum of two signs, subject to review by the P & Z.
  - (5) *Location.* Oriented generally perpendicular to the front of the business or to a parking area abutting the business.
  - (6) *Design/message.* Reference Chapter 98 *Zoning*, Article IX. *Architectural Review by Planning and Zoning Commission*, Sec. 98-253, Subsection (f) *Signage*. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.
  - (7) *Lighting.* Indirect, internally illuminated, or neon.
  - (8) *Landscaping.* Not applicable.
  - (9) *Duration.* The sign shall be permitted so long as the business or office is open for business.
  - (10) *Special provisions.* Must hang from a structural element of the exterior wall awning or overhang.
  - (11) *Permit.* A permit must be obtained in accordance with the provisions of this chapter prior to installation. If applicable, a master sign plan must be approved prior to installation.
- (d) *Commercial signs in/on windows or doors.* Commercial signs in/on windows or doors may be used by single-businesses or an individual business in a multi-tenant shopping center and shall be regulated as follows:
- (1) *Purpose.* To identify a business or organization as the occupant of the space on the other side of the window or door or to advertise the same business or organization.
  - (2) *Height.* No part of the sign shall extend above twelve feet from the average grade, unless a greater height is necessary to center the sign in the window or on the door.
  - (3) *Number.* Maximum of eight (8) signs allowed. Window or door signs used for the address, hours of operation, method of payment, professional association, security company, governmental notices, and open or closed status are excluded from the maximum number limit.
  - (4) *Location.* In/on the window/door and entirely within the perimeter of the window/door.
  - (5) *Design/message.* Reference Chapter 98 *Zoning*, Article IX. *Architectural Review by Planning and Zoning Commission*, Sec. 98-253, Subsection (f) *Signage*. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.
  - (6) *Lighting.* None allowed, except on signage displaying open or closed status of business or organization.
  - (7) *Landscaping.* Not applicable.
  - (8) *Duration.* The sign shall be permitted so long as the business or office is in operation.
  - (9) *Special provisions.* None.
  - (10) *Permit.* No permit is required for an in/on window signage.

(Ord. No. 249, §1 (150.511), 2-26-2004; Ord. No. 391, §1, 1-22-2009; Ord. No. 536, §1, 8-14-2014; Ord. No. 582, §1, 1-14-2016)



239230 239231 239232 987992 239283 239284 239285 239286 239287 239288 239306 239305 239307 239304 239308 239309 243061 239298 239299 239300 239301 239302 239303 239590 23959 239587 239585 239584 239586 239588 239589 239598 239599 1090286 239948 239947 1227502 239941 239942 239943 239944 239945 239946 239947 239948 239949 239950 239951 239952 239953 239954 239955 239956 239957 239958 239959 239960 239961 239962 239963 239964 239965 239966 239967 239968 239969 239970 239971 239972 239973 239974 239975 239976 239977 239978 239979 239980 239981 239982 239983 239984 239985 239986 239987 239988 239989 239990 239991 239992 239993 239994 239995 239996 239997 239998 239999

OWL HOLW

CEDAR TRL

BANDERA RD

10-102 14

239597 987993

239260

239397 239396

352 Feet

Streets

Current Parcel

Selected Property

## Account

Geo ID: 04477-504-0020

Legal Description: CB 4477E BLK 4 LOT 2A "DRISKELL SUBDIVISION"

### Location

Neighborhood: NBHD code51320

**Jurisdictions:** 06, CAD, 10, 42, 09, 56, 11, 08

**Owner**

**Mailing Address:** , 8809 CROSS MOUNTAIN TRL, SAN ANTONIO, TX 78255-2014

## Property

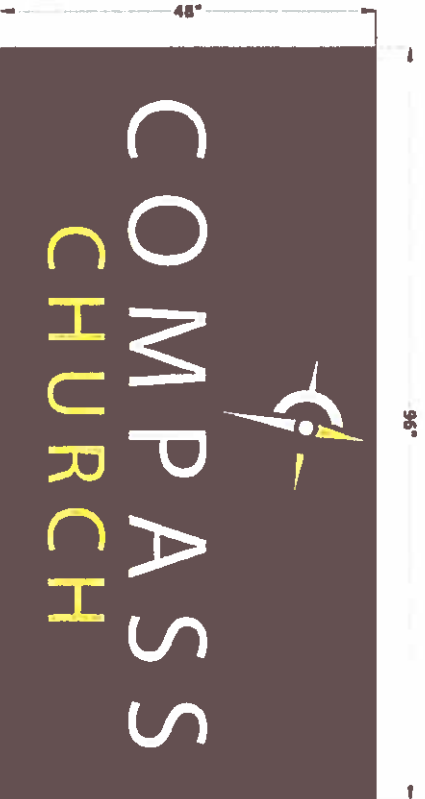
Appraised Value: N/A

<http://www.bcad.org/Map/View/Map/1/239599/2016>

powered by:  
**PropertyACCESS**  
www.trueautomation.com

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

# COMPASS CHURCH: Building Sign



Digitally printed graphics on .080 aluminum panel

Client Approval Signature: \_\_\_\_\_

*[Handwritten Signature]*

☐

Approved as Submitted

☐

Approved as Noted

☐

Rejects: Revise and Resubmit

Revision: \_\_\_\_\_

R1 - 1/12/16

Date: \_\_\_\_\_

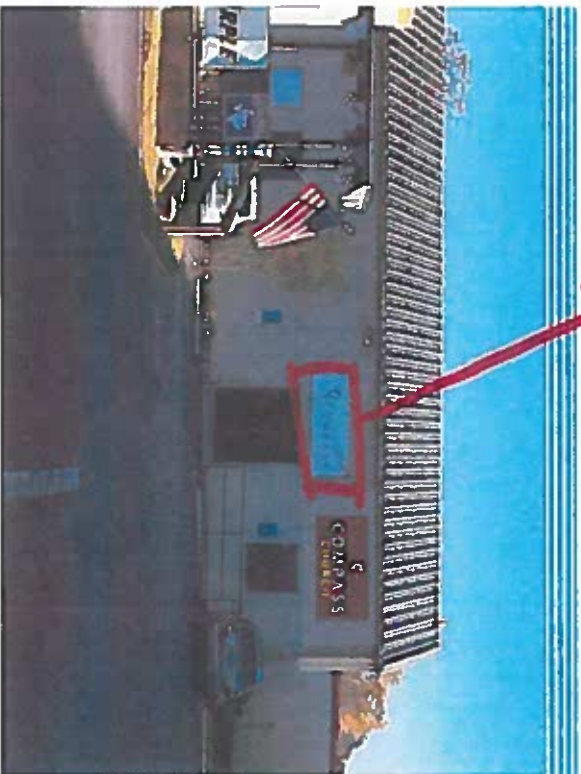
January 6, 2016

Budget Signs - TSC118746 - Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX 78711, 1.800.803.9202, 512.463.6599 - website: [www.texasdepartmentoflicensing.com](http://www.texasdepartmentoflicensing.com) 

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**BUDGET**  
**SIGNS**

Temporary Banner  
To Be Removed



# **BUDGET SIGNS**

January 12, 2016

Mr. Aaron Powers  
Compass Church  
12266 Bandera Rd., Bldg 2  
Helotes, TX 78023

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- (1) 48" x 96" x .080 aluminum panel sign with digitally printed logo and background. Sign to have UV overlam to protect against sun fading.

Material:	\$560
Install:	\$235
Total:	\$795

City of Helotes permit and staff time costs and **sales tax is not included in the above pricing. Sales tax will be charged unless a resale or exemption certificate is provided.** Payment to be made as follows: 50% deposit upon acceptance of proposal and the balance due payable at the time of completion or installation. Should this contract extend beyond sixty (60) days Budget Signs may at its option, request payment on progress billings. Customer agrees to remit these progress billings within ten (10) days of receipt of billing.

All materials are guaranteed to be as specified, and the above work is to be performed in accordance with customer approved drawings and completed in a substantial workmanlike manner.

Any alterations or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Installation excludes excavation in concrete and rock. Should excavation be required, the Customer is responsible for locating all underground utilities and executing an excavation indemnification form. All agreements are contingent upon strikes or delays beyond our control. Owner to carry fire, tornado and other necessary insurance on the above work. Worker's Compensation and Public Liability Insurance for the above work to be provided by Budget Signs All sums due Budget Signs under this contract shall be due and payable at 2801 West Avenue, San Antonio, Texas. Any and all action to enforce, interpret, or otherwise adjudicate the rights of the parties hereto shall be brought only in Bexar County, Texas.

Budget Signs

By: 

Elizabeth Williams



City of Helotes  
Development Services  
Department  
P.O. Box 507  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695.8877  
Fax (210) 695.2123

**PAID**  
JAN 07 2016  
CITY OF HELOTES  
CK. 45873

**RECEIVED**

JAN 07 2016

CITY OF HELOTES

Application Date: January 6, 2016

## APPLICATION FOR SIGN VARIANCE

CHAPTER 66, *Sign Classifications*

### SECTION I. APPLICANT INFORMATION

NAME OF APPLICANT: McMillin Texas Homes

APPLICANT ADDRESS: 21232 Gathering Oak, Suite 103, San Antonio, TX 78260

CONTACT TELEPHONE #: 210-490-1798, EXT 324

STATUS OF APPLICANT: OWNER \_\_\_\_\_ AGENT X (IF AGENT, ATTACH LETTER OF AUTHORIZATION)

### SECTION II. PROPERTY DESCRIPTION

PHYSICAL ADDRESS: 15030 E Bandera Rd, Helotes, TX 78023

LEGAL DESCRIPTION: CB 4524 P-3 ABS 645

SIGN DIMENSIONS: 8 X 8, 64 sq ft, 12' off ground, Colors: Black, Gold, Blue, White

REASON FOR VARIANCE REQUEST: McMillin Texas Homes has been working with D&R signs to make sure all our signs are in compliance with city codes.

- Permission has already been granted by the land owner for the placement of the sign.
- This sign is necessary for us to successfully conduct business as it will allow us to direct traffic up Bandera Road to the development. Helotes Canyon is a unique location in that to direct potential clients to our location we must route them through the city of Helotes.
- As per our contract with the land owner the sign will be maintained in good order and be tastefully designed.
- The sign will be placed so that it will not obstruct any right of way or adversely affect any business locations/properties.
- Helotes Canyon will add 60 plus homes to the Greater Helotes community. Homes will be on ½ acre lots and priced from the high \$400's.

#### Office Use Only:

Planning and Zoning Commission: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_





City of Helotes  
Development Services  
Department  
P.O. Box 587  
12951 Bandera Road  
Helotes, TX 78023  
Phone (210) 695-8377  
Fax (210) 695-2129

Received  
JAN 07 2016

CITY OF HELOTES

# SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: McMillin Homes of Texas

Date: 12/30/2015

Sign Location Address: 15030 E Bandera Rd Helotes, TX 78023

Legal Description: Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ CB/NCB #: CB 4524 P-3 ABS 645

Use of Building: N/A

No. of Businesses: N/A Zoning: N/A

Name of Property Owner: Miller Balous T

Phone #: 210-496-5800

Property Owner's Address: PO BOX 839925 San Antonio, TX 78283

Name of Sign Contractor: D&R Signs, LLP

Contractor's License #: SB-924867

Phone #: 512-259-9100

E-mail Address: alex@dr-signs.net

Contractor's Business Address: 900 Lacy Dr Leander, TX 78641

Type of Sign: ☐ Monument, Multi-Tenant ☐ Wall Mount ☐ Window ☐ Residential Entry  
☐ Monument, Single Business ☐ Hanging ☐ Public/ Non-Profit Signage  
☐ Traffic Control ☐ Projecting ☐ Miscellaneous Signage  
☒ Other Freestanding Sign

Linear Feet of Building or Lease Space Frontage: N/A

Sign Dimensions: 8'x8' Square Footage: 64 Height: 12' off ground Sign Colors: Black/Gold/Blue/White

Sign Text: SEE ATTACHED

Non-Illuminated Sign: X Illuminated Sign: ☐ Type of Lighting: \_\_\_\_\_

## ***Applicant must attach the following documents:***

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: Tim Swinney

Date: January 6, 2016

Printed Name: TIM SWINNEY, VP INFORMATION SYSTEMS Phone #: 210-490-1798 Ext 324

Applicant's Address: McMillin Texas Homes 21232 Gathering Oak Suite 103 San Antonio, TX 78260

**Note: All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.**

## **ARTICLE IV. PROHIBITIONS**

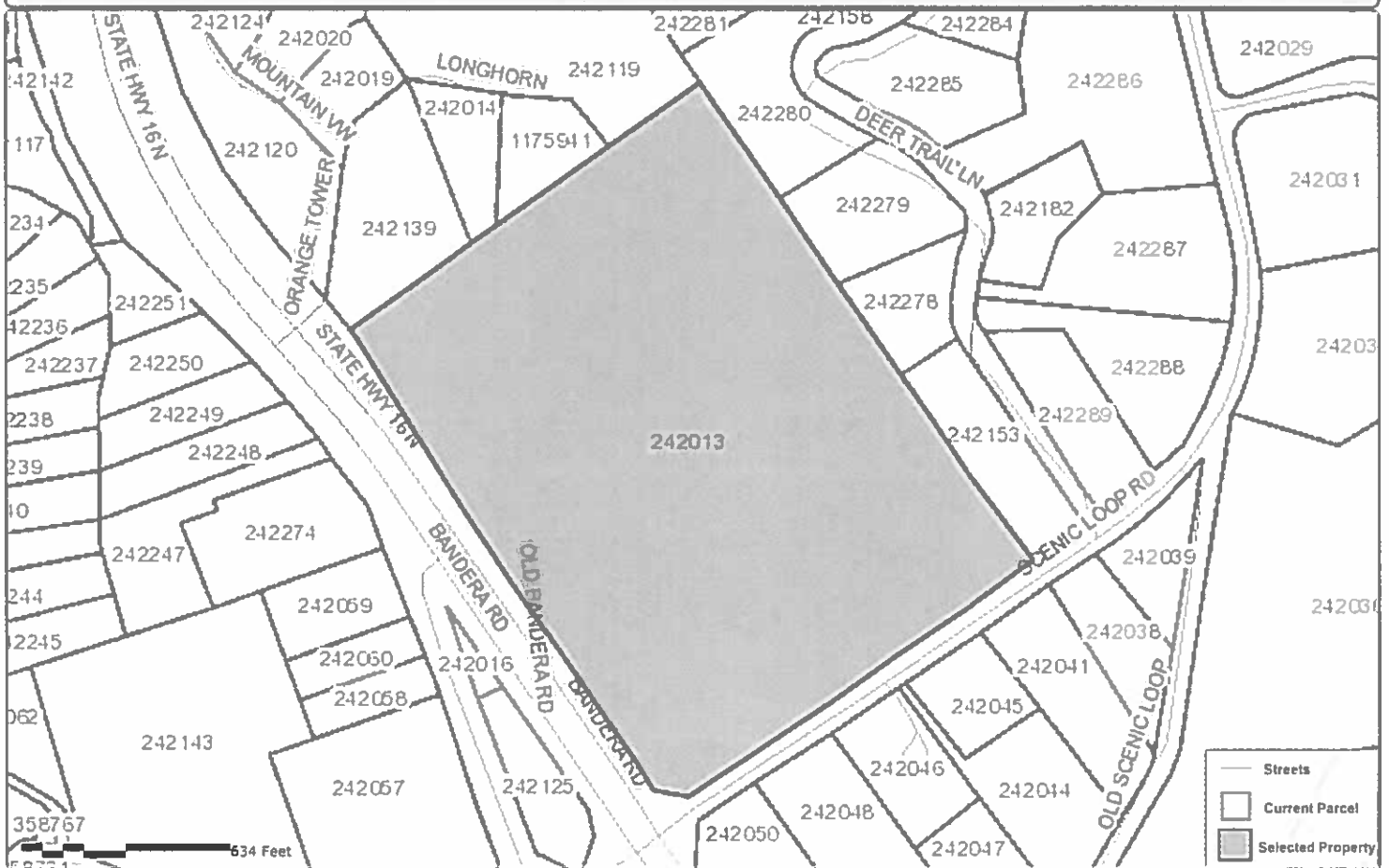
### **Sec. 66-31. Prohibited signs.**

The following signs are prohibited:

- (1) Pole Signs
- (2) Roof signs.
- (3) Off-premises signs, except as specifically permitted herein.
- (4) New off-premises signs. From, and after the effective date, no new construction permit shall be issued or written permission granted for the erection of an off-premise changeable electronic variable message sign (CEVMS) or the conversion of an existing non-CEVMS off-premises sign to a CEVMS, within the Sign Code Application Area.
- (5) Changeable Electronic Variable Message Signs. From, and after the effective date, no CEVMS shall be allowed within the Sign Code Application Area.

(Ord. No. 249, §1 (150.401), 2-26-2004; Ord. No. 357, §2, 5-22-08; Ord. No. 391, §1, 1-22-2009)

## Bexar CAD - Map of Property ID 242013 for Year 2016



### Property Details

#### Account

Property ID: 242013

Geo ID: 04524-000-0030

Type: Real

Legal Description: CB 4524 P-3 ABS 645 CITY OF HELOTES ANNEXATION

#### Location

Situs Address: 15030 E BANDERA RD HELOTES, TX 78023

Neighborhood: NBHD code51310

Mapsco: 512D6

Jurisdictions: 09, CAD, 10, 08, 06, 56, 42, 11

#### Owner

Owner Name: MILLER BALOUS T

Mailing Address: , PO BOX 839925, SAN ANTONIO, TX 78283-3925

#### Property

Appraised Value: N/A

<http://www.bcad.org/Map/View/Map/1/242013/2016>

powered by:  
**PropertyACCESS**  
www.trueautomation.com

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.



## SIGN LEASE AGREEMENT

This Agreement is made as of this 23<sup>rd</sup> day of September, 2015, by and between the parties identified in Section I(A) upon the terms and conditions hereinafter set forth:

WHEREAS, Balous Miller owns the real property described in Section I(B) below; and

WHEREAS, Licensee has requested that Balous Miller grant Licensee a License to erect and maintain an advertising sign to promote Licensee's development projects; and

WHEREAS, Balous Miller has agreed to grant Licensee's request, subject to and upon the terms and conditions hereinafter set forth.

### WITNESSETH

In consideration of the mutual covenants hereafter set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Balous Miller and Licensee hereby covenant and agree as follows:

#### I. Fundamental Provisions

<b>A. Parties.</b> Name and address: Balous Miller co/ Roalson Interests, 18618 Tuscany Stone, Ste. 200 San Antonio, Texas 78258 Name and address: McMillin Texas Homes, LLC, 21232 Gathering Oak, Ste. 103, San Antonio, TX 78260	
<b>B. Real Property:</b> CB 4524 P-3 ABS 645 Address: NE Corner of the intersection of Bandera Road and Scenic Loop, Helotes, Texas Licensor hereby grants to Licensee, a non-exclusive license to occupy and use, subject to all terms and conditions as set forth herein, the Property described above.	
<b>C. Term.</b> Commencement Date: <u>October 1, 2015</u> Expiration Date: <u>October 1, 2018</u> The License Term of this Agreement shall terminate upon the expiration of the Lease, including any properly exercised renewal options; provided, however that Licensor shall have and hereby reserves the right at any time after twelve (12) months from the Commencement Date, at Licensor's sole discretion to terminate this Agreement and Licensee's use of Land at any time upon sixty (60) days prior written notice to Licensee ("Licensor's Sign Termination Notice"). Licensee agrees, at its sole expense, to remove signage within thirty (30) days after receipt of Licensor's Sign Termination Notice, and to repair any damage suffered to Licensor's Property as a result of the removal of Licensee's Signage.	
<b>D. Sign Details:</b> Placement of (1) ~ 8' x 8' sign along boundary line of Bandera Rd, a minimum of 500-ft from the intersection with Scenic Loop.	
<b>E. Payment Terms</b>	
<b>Per Year</b>	<b>Payment Schedule</b>
\$ 1,500.00	Annually
Any sums paid under this Agreement shall be prorated on a monthly basis. Licensee shall be entitled to a pro-rata refund should Licensor elect to terminate this Agreement prior to the expiration of the lease.	
<b>G. Payment Location</b> Payments required under this Agreement are to be delivered to: Balous Miller, c/o Eldon Roalson Roalson Interests, 18618 Tuscany Stone, Ste. 200 San Antonio, Texas 78258, or to such other address as Licensor may designate by written notice.	

IN WITNESS WHEREOF, the parties hereunto set their hands on the date(s) set forth below.

Licensor:  
Balous Miller

By: 

Printed Name: Balous T. Miller  
Title: Owner

Licensee:  
McMillin Texas Homes, LLC

By: 

Printed Name: DRAKE THOMPSON  
Title: COO

PMS  
138 C

PMS  
072 C

5 miles ahead on left



HELOTES  
CANYON

TEXAS HOMES



McMILLIN A TEXAS-OWNED COMPANY

McMILLINTX.COM



1/2" Sign MDO Panels  
with full color digital  
prints applied to face.

1/2" Sign MDO Panels  
with full color digital  
prints applied to face  
attached with 2"  
exterior deck screws

2x4 Treated  
top cap, attached  
to tops of 4x4  
posts

4"x4" Treated  
Wooden Post  
Painted white

4"x4" Treated  
Wooden Post  
Painted white

4"x36" Hole  
filled with  
quick-set  
high strength  
concrete

Attached with 2"  
exterior grade  
deck screws

Grade

Side View



5 miles ahead on left



HELOTES  
CANYON

TEXAS HOMES  
McMILLIN A TEXAS OWNED COMPANY

McMILLINTX.COM

